

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

The regular meeting of the Allamuchy Township Board of Education held on July 20, 2020 is called to order at 7:30 p.m. *via teleconference* by Lisa Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on January 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
Abigail Christmann		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/Board Secretary

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

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

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on June 29, 2020, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on June 29, 2020, be approved. (Appendix 1B)

CARRIED: 6-0 in a roll call vote.

IV. STUDENT REPRESENTATIVE REPORT

- None

V. ACKNOWLEDGEMENTS

- None

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

VI. PRESENTATIONS

- None

VII. PRESIDENT'S REPORT

- 8th grade SA account
 - Ms. Strutin requests to add a resolution to the Operations action items (Section XI-A, #4). The requested resolution was read by Ms. Strutin, a motion was made by Mr. Green to add to the agenda, seconded by Ms. Prudenti. The motion carried 6-0 in a roll call vote.

VIII. COMMITTEE REPORTS

- A. Operations (M. Renaud)
 - Discussed day care options during hybrid schooling
 - Student activity account
- B. Human Resources (V. Prudenti, Chair)
 - Discussed new hires (on agenda)
 - Summer camp hires
 - Maternity leave posting for principal
- C. Education (C. Green, Chair)
 - no meeting - worked on reopening committee matters
- D. Governance (G. Cusmano, Chair)
 - RH policy being revised, will be submitted at a later date
- E. Town Council Liaison (M. Renaud)
 - Nothing to report
- F. Rutherford Hall Liaison (L. Strutin and M. Renaud)
 - Summer camps starting
 - Looking to restart other activities under guidelines
 - Friends did not meet
- G. Hackettstown Board of Education Representative (H. Gaddy)
 - Meeting was cancelled; no report

IX. SUPERINTENDENT'S REPORT

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

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

B. Enrollment by Grade

N/A

C. Other Items:

- Discussed reopening progress

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.

- Ms. Moyer, resident, asked about the HHS principal's email re SA account money
- Ms. Moyer, resident, asked about Band SA account money
- Ms. Patterson, staff, commented on tuition rates for staff dependents and community impact
- Ms. Muhlenbruch, staff, additional comments on staff dependent tuition and community
- Ms. Steinle, resident, spoke in support of Ms. Patterson's and Ms. Muhlenbruch's comments re dependent tuition
- Ms. Moyer, resident, asked a question re curriculum, specifically one of the books on the new novel list (Mr. Terrupt)
- Ms. Moyer, resident, asked who would be covering Ms. Gallegly's maternity leave

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations (June 30 financials deferred to August meeting to close out the year; no Appendix 2, 4 or 5 on this month's agenda):

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

During the discussion period, Mr. Green made a motion to strike item 2 from the agenda, seconded by Dr. Cusmano. A roll call vote was taken, with 2 ayes (Mr. Green and Dr. Cusmano) and 4 nays (Dr. Gaddy, Ms. Prudenti, Ms. Renaud, Ms. Strutin). The motion to strike did not carry, thus the item remained on the agenda for a vote.

1. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #31423 through #31451 for a total amount of \$154,063.86 be approved for payment.

2. Tuition

BE IT RESOLVED, to approve the following tuition rates for the 2020-21 school year. These rates apply to students received into the Allamuchy Township School District.

<u>Program</u>	<u>Enrolled On/After July 1, 2019</u>	<u>Enrolled Prior to July 1, 2019</u>
Staff dependents	\$7,694	\$1,100

BE IT FURTHER RESOLVED, to approve the following Staff Dependents as tuition students in the 2020-21 school year:

<u>Student Number</u>	<u>Tuition for the 2020-2021 SY</u>
1519	\$ 1,100.00
1852	\$ 1,100.00
1591	\$ 1,100.00
1909	\$ 1,100.00

3. Curriculum Writing

BE IT RESOLVED, to approve curriculum writing as per the AEA bargaining agreement rate not to exceed 25 hours.

Additional resolution requested by Ms. Strutin during the President's report:

4. Distribution of 8th Grade Student Activity Monies

BE IT RESOLVED, to approve the distribution of surplus funds from the 8th grade student activity account for the ATSD Class of 2020, to be distributed proportionally to the Class of 2024 Student Activity Account to their respective high schools, based on the number of

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

students attending the following high schools: Hackettstown, Pope John High School and Warren Tech.

CARRIED: In a roll call vote:

Item 1 carried, 6-0

Item 2 carried with 4 aye, 1 nay (Mr. Green); Dr. Cusmano abstained

Items 3 and 4 carried 5-0 (Dr. Cusmano abstained)

B. Human Resources

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

1. Bus Driver

BE IT RESOLVED, to approve Leslie Smith as a Bus Driver for 4.5 hours daily for 180 days effective September 1, 2020 at a rate of \$20/hr for the 2020-2021 school year.

2. School Nurse for summer work

BE IT RESOLVED, to approve Jodie DeCostanza for summer nursing work at her hourly per diem rate not to exceed 80 hours for the 2020-21 school year.

3. Basic Skills Instructor/Special Education Teacher (Appendix 6)

BE IT RESOLVED, to approve Sydney Watkins as the Basic Skills Instructor and Special Education Teacher for the 2020-21 school year on BA Step 1 (\$47,921) with 0.5 of the salary funded through Title Funding and 0.5 through the general budget.

4. Student Teacher

BE IT RESOLVED, to approve Taylor McLaughlin as a Student Teacher for the 2020-21 from Ramapo College at no cost to the district.

5. Maternity Leave (Appendix 7)

BE IT RESOLVED, to approve Jennifer Gallegly for Maternity Leave from September 15, 2020 through February 26, 2021 as per the maternity leave request.

6. Summer Camp Staff

BE IT RESOLVED, to approve the following staff for the 2020-21 summer camps.

Nick Serraino	\$1,000/wk
Eric Freedman	\$800/wk
Douglass Gillespie	\$800/wk
Brendan Poff	\$13/hr

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

Samantha Johnson	\$12/hr
Catherine Hayes	\$12/hr
Madison Rhine	\$12/hr

CARRIED: 6-0 in a roll call vote.

C. Education

Moved by Mr. Green and seconded by Dr. Cusmano, on the recommendation of the Superintendent, to approve the following resolution(s), **with item 2 amended as noted:**

1. Heath Curriculum Series for K-8 grades
BE IT RESOLVED, to approve the purchase of Healthsmart Program series for the K-8 Health Curriculum
2. Novel Additions (Appendix 8)
BE IT RESOLVED, to approve addition of novels to the existing Board Approved Novel List. **(amended to delete the book 'Because of Mr. Terupt' from current consideration)**

CARRIED: 6-0 in a roll call vote.

D. Governance

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

1. Policy and Regulations Updates Policy Alert 220 (Appendix 9A & 9B)
BE IT RESOLVED, to approve the first reading of the following policies that have been reviewed, revised and recommended by the Governance Committee for Policy Alert 220:

P1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA)
P 2270	Religion in Schools
P 2431.3	Heat Participation Policy for Student-Athlete Safety
P 2622	Student Assessment
P & R 5111	Eligibility of Resident/Nonresident Students
P & R 5200	Attendance
P & R 5320	Immunization
P & R 5330.04	Administering an Opioid Antidote
P 5610	Suspension
R 5610	Suspension Procedures

Allamuchy Board of Education

Regular Meeting Minutes

July 20, 2020

P 5620	Expulsion
P & R 8320	Personnel Records

CARRIED: 6-0 in a roll call vote.

XII. OLD BUSINESS

XIII. PUBLIC COMMENTS

- Ms. Moyer, resident, requested confirmation that 8th grade activity resolution was passed

XIV. BOARD DISCUSSION

XV. EXECUTIVE SESSION

None

XVI. ADJOURNMENT

Moved by Dr. Cusmano and seconded by Dr. Gaddy, to adjourn the meeting at 8:41 p.m.

CARRIED: 6-0 in a roll call vote.

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/01/2011	11-190-100-610-000-000 Gen'l Supplies	11-190-100-500-000-000 Other Purch Svcs	June budget transfers	5,857.28
06/01/2011	11-000-222-100-000-002 Library Salaries MVS	11-000-222-100-000-001 Library Salaries ATS	June budget transfers	0.10
06/01/2011	11-000-230-530-000-000 Admin Commun/Telephone	11-000-230-331-000-000 Admin Legal Svcs	June budget transfers	342.81
06/01/2011	11-000-291-270-000-000 Employee Health Benefits	11-000-291-260-000-000 Workers' Compensation	June budget transfers	1.00
06/01/2011	11-000-263-300-000-000 Grounds Purch Prof Svcs	11-000-262-622-000-001 Energy - Electric - ATS	June budget transfers	917.31
06/01/2011	11-000-230-339-000-000 Admin Other Prof Svcs	11-000-230-331-000-000 Admin Legal Svcs	June budget transfers	4,784.13
06/01/2011	11-000-263-300-000-000 Grounds Purch Prof Svcs	11-000-262-622-100-001 E.S. Solar Supply Charges	June budget transfers	3,382.60
06/01/2011	11-000-262-100-004-002 PT Custodial Sal MVS	11-000-262-420-000-000 Cust Cng Rep & Maint Svcs	June budget transfers	1,759.81
06/01/2011	11-000-262-300-000-000 Cust Purch Prof Svcs	11-000-262-420-000-000 Cust Cng Rep & Maint Svcs	June budget transfers	1,088.79
06/01/2011	11-000-262-490-000-000 Cust Other Purch Svcs Water	11-000-262-420-000-000 Cust Cng Rep & Maint Svcs	June budget transfers	1,120.32
06/01/2011	11-000-262-610-000-000 Custodial Supplies	11-000-262-420-000-000 Cust Cng Rep & Maint Svcs	June budget transfers	2,765.68
06/01/2011	11-000-262-624-004-000 Energy - Htg Fuel - Rutherford	11-000-262-420-000-000 Cust Cng Rep & Maint Svcs	June budget transfers	643.94
06/01/2011	11-000-262-800-000-000 Custodial Other Objects	11-000-262-420-000-000 Cust Cng Rep & Maint Svcs	June budget transfers	8.02
06/01/2011	11-000-262-800-000-000 Custodial Other Objects	11-000-262-100-000-002 Custodial Svcs Sal MVS	June budget transfers	54.99
06/30/2011	11-000-100-562-000-000 Tuition LEA Sp Ed	11-000-100-564-000-000 Voc School Spec Ed	reallocate for Warren Tech	15,044.00
06/30/2011	11-150-100-340-000-000 Purchased Tech Services	11-150-100-320-000-000 OOD Dist Reg Ed	Transfer corrections post-CDK adjustment	67.50
06/30/2011	11-000-230-530-000-000 Admin Commun/Telephone	11-000-230-339-000-000 Admin Other Prof Svcs	Transfer corrections post-CDK adjustment	2,098.00
06/30/2011	11-000-270-420-000-000 Trans Repair/Maintenance	11-000-262-300-000-000 Cust Purch Prof Svcs	Transfer corrections post-CDK adjustment	4,913.05
06/30/2011	11-000-270-503-000-000 Trans - AILO for Non-Public	11-000-262-300-000-000 Cust Purch Prof Svcs	Transfer corrections post-CDK adjustment	6,157.88
06/30/2011	11-000-270-518-000-000 Trans Cont Svcs Sp Ed ESC/	11-000-262-300-000-000 Cust Purch Prof Svcs	Transfer corrections post-CDK adjustment	8,929.07
06/30/2011	11-000-270-518-000-000 Trans Cont Svcs Sp Ed ESC/	11-000-262-610-000-000 Custodial Supplies	Transfer corrections post-CDK adjustment	5,266.59
06/30/2011	11-000-270-518-000-000 Trans Cont Svcs Sp Ed ESC/	11-000-262-621-000-001 Energy - Propane - ATS	Transfer corrections post-CDK adjustment	102.55

Report Includes Effective Dates from Jun 01, 2020 to Jun 30, 2020

06/30/2011-000-270-518-000-000 Trans Cont Srvcs Sp Ed ESC/	11-000-270-600-000-000 Trans Supplies & Matls	Transfer corrections post-CDK adjustment	3,096.91
06/30/2011-000-291-270-000-000 Employee Health Benefits	11-000-291-220-000-000 PERS FICA	Transfer corrections post-CDK adjustment	28,791.27
06/30/2012-000-400-710-000-000 Facility/Property Improvement	12-001-604-000-000-000 Increase in Capital Reserve	reverse transfer from incr in cap rsv acct	26,318.64
06/30/2010-307 BG WD FR CAPRSV	12-000-400-710-000-000 Facility/Property Improvement	Appropriate cap resv to projects	23,466.56
06/30/2010-303 BGTD FUND BAL	11-190-100-610-000-000 Gen'l Supplies	Correct F/B & Approps per Auditor	497.00

The total of all Budget Adjustments for fund 10 is: **147,475.80**


<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/2020-231-200-200-000-000 Employee Benefits	20-231-100-100-000-000 Personal Services - Salaries	correct grant allocations		4,283.00
06/30/2020-231-100-600-000-000 General Supplies	20-250-200-300-000-000 Prof & Tech Services	correct grant allocations		2,553.00
06/30/2020-451-100-100-000-000 PERS SERVICES	20-451-100-600-000-000 SUPP/MAT	correct grant allocations		1,540.00
06/30/2020-451-100-890-000-000 Student Admin Fees	20-451-100-600-000-000 SUPP/MAT	correct grant allocations		4,055.00
06/30/2020-451-200-600-000-000 OTHER SUP/MAT	20-451-100-600-000-000 SUPP/MAT	correct grant allocations		962.42
06/30/2020-303 BGTD FUND BAL	20-451-100-600-000-000 SUPP/MAT	correct grant allocation		13,690.71

The total of all Budget Adjustments for fund 20 is: **27,084.13**

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
31435	7/17/20	Hunterdon Preparatory Center Tuition ESY 1-6-20 to 8-14-20	Check voided on 8/13/2020 (8,080.50)	P202100029	11-000-100-566-000-000
31452	7/20/20	Ace Hardware Blairstown 1 gallon spray bottles	209.86	P202100019	11-000-270-600-000-000
31453	8/6/20	NJ Division of Motor Vehicles registration for 7 buses	350.00	P202100047	11-000-270-890-000-000
31454	8/11/20	R&L DataCenters, Inc. payroll services	1,014.00	P202000588	11-000-230-339-000-000
31455	8/11/20	Able Security Locksmiths, Inc. MVS Rekey cores - install new hardware rm203 c	6,088.00	P202000641	11-000-262-420-000-000
31456	8/11/20	Eclectic Architecture LLC RH PNJ grant inv#1 RH Storm Water inv4	3,500.00 1,915.00	P202000646 P202000649	12-000-400-710-000-000 12-000-400-710-000-000
Total Check Amount:			5,415.00		
31457	8/11/20	LICON LIGHTING CORP High Pressure lamp	225.00	P202000647	11-000-262-610-000-000
31458	8/11/20	Hoover Truck Centers Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service	742.52 210.00 262.50 376.20 881.75	P202100016 P202100016 P202100016 P202100016 P202100016	11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000
Total Check Amount:			2,472.97		
31459	8/11/20	Hoover Truck Centers Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service Bus and van repairs and service	856.87 703.08 4,118.73 836.57 769.72 591.48 369.60 638.08 1,966.32 582.00 390.00	P202100016 P202100016 P202100016 P202100016 P202100016 P202100016 P202100016 P202100016 P202100016 P202100016 P202100016	11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000
Total Check Amount:			11,822.45		
31460	8/11/20	Yudichak, Kenneth Wastewater Treatment Plant Serv Wastewater Treatment Plant Serv	700.00 700.00	P202100082 P202100082	11-000-262-300-000-000 11-000-262-300-000-000
Total Check Amount:			1,400.00		
31461	8/12/20	Grand Rental Station equipment rentals	108.48	P202100087	11-000-261-420-001-000

<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>
31462	8/12/20	AERO Plumbing & Heating Co., Inc. 2nd floor bathroom upgrades	766.40	P202100063	12-000-400-710-000-000
31463	8/12/20	School Mate Elementary planners	582.75	P202100100	11-190-100-610-000-000
31464	8/12/20	WIRE'S ELEC SHOP INC Electrial services	125.00	P202100050	11-000-262-490-000-000
31466	8/12/20	Kurtz Bros. Thompson general supplies	299.85	P202100102	11-190-100-610-000-000
		Davey - general supplies	533.23	P202100101	11-190-100-610-000-000
		Stiner general supplies	333.42	P202100103	11-190-100-610-000-000
		Thomas general supplies	122.84	P202100104	11-190-100-610-000-000
		Koerner geneal supplies	109.91	P202100105	11-190-100-610-000-000
Total Check Amount:			1,399.25		
31467	8/12/20	BER Successful Practical Strategies 3-5 2 teachers	558.00	P202100115	11-000-223-500-000-000
31468	8/12/20	Municipal Capital Corp. copier leases	1,757.00	P202100028	11-190-100-340-000-000
31469	8/12/20	Cintas cleaning supplies	35.00	P202100091	11-000-262-610-000-000
31470	8/12/20	BLUE RIDGE LUMBER Construction supplies	11.13	P202100088	11-000-263-600-000-000
		Construction supplies	60.86	P202100088	11-000-263-600-000-000
Total Check Amount:			71.99		
31471	8/12/20	Kurtz Bros. classroom supplies	272.90	P202100119	11-190-100-610-000-000
		26276.0	255.18	P202100072	11-190-100-610-000-000
		classroom supplies Ricci	285.32	P202100120	11-190-100-610-000-000
		Math supplies Greco	992.85	P202100120	11-190-100-610-000-000
		class supplies	182.11	P202100117	11-190-100-610-000-000
		K - class supplies	760.38	P202100118	11-190-100-610-000-000
Total Check Amount:			2,748.74		
31472	8/12/20	Walsh, James Contracting MVS Office & Door construction	10,800.00	P202100073	12-000-400-390-000-000
31473	8/12/20	JDM Group tech services	4,216.67	P202100022	11-190-100-340-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
31474	8/12/20	Amazon Capital Services			
		1xpr-pn3g-yrjw	20.95	P202100074	11-190-100-610-000-000
		1kwf-3dq9-fmhc	45.25	P202100074	11-190-100-610-000-000
		1lmd-6pyh-7k9y	4.97	P202100074	11-190-100-610-000-000
		1xx9-j9j3-cr9c	125.56	P202100074	11-190-100-610-000-000
		1tm3-1ckg-hcyc	171.66	P202100074	11-190-100-610-000-000
		iwdp-hcln-tryx	243.15	P202100074	11-190-100-610-000-000
		1c6g-kf6y-gwj1	199.98	P202100074	11-190-100-610-000-000
		1yfg-mw9x-w7km	63.93	P202100074	11-190-100-610-000-000
		1c73-d961-hrxw	216.98	P202100074	11-190-100-610-000-000
		class supplies	296.12	P202100074	11-190-100-610-000-000
		1xpr-pn3g-yrjw	20.95	P202100074	11-190-100-610-000-000
		Total Check Amount:	1,409.50		
31475	8/12/20	Amazon Capital Services			
		1lml-cql6-4jxr	199.98	P202100074	11-190-100-610-000-000
		1ydr-vvhg-lv6r	997.50	P202100074	11-190-100-610-000-000
		16v7-c3l9-jk3n	26.99	P202100074	11-190-100-610-000-000
		1cxy-vlwt-lpyf	210.64	P202100074	11-190-100-610-000-000
		1cxy-vlwt-9cjk	248.37	P202100074	11-190-100-610-000-000
		1cwc-hx37-4h7t	635.93	P202100074	11-190-100-610-000-000
		1tvv-17wx-cqxq	52.33	P202100074	11-190-100-610-000-000
		1gg7-t349-qvdf	137.31	P202100074	11-190-100-610-000-000
		1nkx-n6c1-vr13	49.60	P202100074	11-190-100-610-000-000
		1n3x-jknq-klyh	34.99	P202100074	11-190-100-610-000-000
		Total Check Amount:	2,593.64		
31476	8/12/20	Amazon Capital Services			
		1n3x911f-t4rv	251.13	P202100075	11-190-100-610-000-000
		1vhy-hvl4-kyd4	59.27	P202100075	11-190-100-610-000-000
		16gd-911f-t4rv	146.68	P202100075	11-190-100-610-000-000
		1tvv-17wx-6wjr	909.80	P202100075	11-190-100-610-000-000
		1vv3-gnkl-hmj6	559.96	P202100075	11-190-100-610-000-000
		1lnj-kk74-kpyn	383.65	P202100075	11-190-100-610-000-000
		1vyp-fnw6-49pm	178.66	P202100075	11-190-100-610-000-000
		Total Check Amount:	2,489.15		
31477	8/13/20	Hunterdon Preparatory Center OOD Tuition	5,117.65	P202100029	11-000-100-566-000-000
31478	8/13/20	Busch Law Group, LLC			
		Admin Legal Svcs	2,576.00	P202000654	11-000-230-331-000-000
		Legal services	10,784.00	P202100077	11-000-230-331-000-000
		Total Check Amount:	13,360.00		
31479	8/13/20	Brookaire Company			
		s0233700	786.72	P202100078	11-000-262-610-000-000
		filters	813.46	P202100078	11-000-262-610-000-000
		Total Check Amount:	1,600.18		
31480	8/13/20	ESIS, Inc.			
		4019 Certificate & Handling	420.00	P202100079	11-000-261-420-002-000

<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>
31481	8/13/20	Eurofins QC, Inc.			
		Treatment plant samplings	151.35	P202100080	11-000-262-300-000-000
		Treatment plant samplings	432.25	P202100080	11-000-262-300-000-000
		Total Check Amount:	<u>583.60</u>		
31482	8/13/20	SYNCB/AMAZON			
		teaching supplies	75.10	P202100085	11-190-100-610-000-000
31483	8/13/20	IGS Solar			
		Solar Supply	4,203.93	P202100083	11-000-262-622-100-001
		Solar Supply	4,091.75	P202100083	11-000-262-622-100-001
		Total Check Amount:	<u>8,295.68</u>		
31484	8/13/20	North American Fire Protection, Inc.			
		Sprinkler testing MVS	1,175.00	P202100084	11-000-261-420-002-000
		Sprinkler testing MVS	0.00	P202100084	11-000-261-420-002-000
		Total Check Amount:	<u>1,175.00</u>		
31485	8/13/20	Sherwin-Willaims Co.			
		paint and supplies	651.73	P202100092	11-000-262-610-000-000
31486	8/13/20	BLUE RIDGE LUMBER			
		Construction supplies	873.37	P202100088	11-000-263-600-000-000
31487	8/13/20				
		20-21 Tuition	8,730.00	P202100024	11-000-100-569-000-000
31488	8/13/20	Direct Waste Services, Inc.			
		Waster service ATS & MVS	1,396.00	P202100012	11-000-262-420-000-000
31489	8/13/20	Duke's Landscape Management, Inc.			
		RH Grounds/Landscape	1,053.60	P202100044	11-000-263-300-000-000
31490	8/13/20	Eclectic Architecture LLC			
		RH Storm Water Project	2,872.50	P202100015	12-000-400-710-000-000
31491	8/13/20	FLAG HOUSE			
		Summer camp supplies	909.70	P202100107	60-990-320-610-100-000
31492	8/13/20	Grand Rental Station			
		equipment rentals	242.24	P202100087	11-000-261-420-001-000

<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>
31493	8/13/20	Jersey Central Power & Light			
		Electric	15.30	P202100017	11-000-262-622-000-001
		Electric	2.97	P202100017	11-000-262-622-000-001
		Electric	3.11	P202100017	11-000-262-622-000-001
		Electric	32.74	P202100017	11-000-262-622-000-001
		Electric	569.15	P202100017	11-000-262-622-000-002
		Electric	11.83	P202100017	11-000-262-622-000-002
		Electric	44.06	P202100017	11-000-262-622-000-002
		Electric	198.21	P202100017	11-000-262-622-000-002
		Electric	5,191.35	P202100017	11-000-262-622-000-003
		Total Check Amount:	6,068.72		
31494	8/13/20	Kurtz Bros.			
		K - class supplies	93.08	P202100118	11-190-100-610-000-000
		Davey - general supplies	61.14	P202100101	11-190-100-610-000-000
		Pad locks & keys	449.50	P202100110	11-000-262-420-000-000
		Total Check Amount:	603.72		
31495	8/13/20	Learning A-Z			
		Raz-Plus 1 year	1,847.50	P202100096	11-190-100-890-000-000
31496	8/13/20	Medco Supply Company			
		MV Health office	92.47	P202100112	11-000-219-600-000-000
31497	8/13/20	Metro Fire & Safety Equipment Co., Inc.			
		Annual Sprinkler Sys Inspection 6-4-20	1,200.00	P202000650	11-000-262-420-000-000
31498	8/13/20	Treasurer State of NJ - NJ Dept of Comm Affairs			
		Elevator Inspection Fee	339.00	P202100046	11-000-262-300-000-000
31499	8/13/20	Taenzer, Jessica			
		License WQDK389	84.48	P202100039	60-990-320-610-200-000
31500	8/13/20	Federal Wage & Labor Law Institute			
		WQDK389 Call sign	95.00	P202100086	11-000-261-100-000-000
31501	8/13/20	Fuller Paper Company			
		custodial supplies	497.65	P202100023	11-000-262-610-000-000
		custodial supplies	482.30	P202100023	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	16.00	P202100116	11-000-262-610-000-000
		Total Check Amount:	995.95		

<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>
31502	8/13/20	Fuller Paper Company			
		CUSTODAIL SUPPLIES	16.00	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	61.16	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	42.24	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	939.80	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	50.00	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	50.00	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	37.02	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	17.46	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	37.02	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	352.74	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	220.00	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	18.00	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	39.00	P202100116	11-000-262-610-000-000
		CUSTODAIL SUPPLIES	16.00	P202100116	11-000-262-610-000-000
		Total Check Amount:	1,896.44		
31503	8/14/20	Abcode Security, Inc.			
		Fire inspection MVS & ATS	700.00	P202100051	11-000-261-420-001-000
		Fire inspection MVS & ATS	800.00	P202100051	11-000-261-420-001-000
		Total Check Amount:	1,500.00		
31504	8/14/20	Abcode Security, Inc.			
		entrance codes & monitoring	66.00	P202100070	11-000-261-420-001-000
		entrance codes & monitoring	135.00	P202100070	11-000-261-420-001-000
		entrance codes & monitoring	76.00	P202100070	11-000-261-420-001-000
		Total Check Amount:	277.00		
31505	8/14/20	Broadstep Academy New Jersey, Inc.			
		ESY - Tuition	7,292.16	P202100069	11-000-100-562-000-000
		ESY - aide	1,520.00	P202100069	11-000-100-562-000-000
		Total Check Amount:	8,812.16		
31506	8/14/20	Horizon BCBSNJ			
		Comp/Presc	1,101.22	P202100004	11-000-291-270-000-000
		POS	32,342.07	P202100004	11-000-291-270-000-000
		Ominia	41,724.47	P202100004	11-000-291-270-000-000
		Total Check Amount:	75,167.76		
31507	8/14/20	BER			
		DISTANCE LEARNING: Strengthening Online I	279.00	P202100052	11-000-223-500-000-000
31508	8/14/20	Advance Auto Parts			
		Bus/Maintence supplies	23.38	P202100066	11-000-261-610-000-000
31509	8/14/20	Freedman, Eric			
		supplies for summer camp	66.04	P202100064	60-990-320-610-200-000

<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>
31510	8/14/20	Trainello, Donna			
		student record mailing	9.20	P202100065	11-000-230-530-000-000
		name stamps	44.98	P202100065	11-000-230-610-000-000
		Constant Contact	546.00	P202100065	60-990-320-339-100-000
		Total Check Amount:	600.18		
31511	8/14/20	Home Towne Hardware, LLC			
		Hardware etc supplies	61.15	P202100014	11-000-262-610-000-000
31512	8/14/20	VIKING TERMITE & PEST			
		Pest control	284.83	P202100045	11-000-261-420-001-000
		Pest control	101.88	P202100045	11-000-261-420-001-000
		Pest control	1,225.60	P202100045	11-000-261-420-001-000
		Total Check Amount:	1,612.31		
31513	8/14/20	Township of Allamuchy			
		Water/sewer 7-20 to 6-21 ATS & MV	1,396.04	P202100049	11-000-262-490-000-000
		Water/sewer 7-20 to 6-21 ATS & MV	993.40	P202100049	11-000-262-490-000-000
		Total Check Amount:	2,389.44		
31514	8/14/20	Times Herald Record			
		publications & affidavits	16.80	P202100127	11-000-230-530-000-000
31515	8/14/20	Medco Supply Company			
		MV Health office	30.29	P202100112	11-000-219-600-000-000
		MV Health office	4.52	P202100112	11-000-219-600-000-000
		MV Health office	3.51	P202100112	11-000-219-600-000-000
		MV Health office	11.95	P202100112	11-000-219-600-000-000
		Total Check Amount:	50.27		
31517	8/14/20	Schlessinger, James			
		mileage reimb	255.75	P202100124	11-000-251-580-000-000
		ASBO reimb	690.64	P202100124	11-000-251-580-000-000
		Total Check Amount:	946.39		
31518	8/14/20	R&L DataCenters, Inc.			
		payroll services	1,910.00	P202100125	11-000-230-339-000-000
31519	8/14/20	Direct Waste Services, Inc.			
		Waster service ATS & MVS	3,490.00	P202100012	11-000-262-420-000-000
31520	8/14/20	Cintas			
		cleaning supplies	549.67	P202100091	11-000-262-610-000-000
		cleaning supplies	315.94	P202100091	11-000-262-610-000-000
		Total Check Amount:	865.61		
31521	8/14/20	Cablevision Lightpath Inc.			
		internet provider	3,131.87	P202100129	11-000-230-339-000-000
		internet provider	3,131.87	P202100129	11-000-230-339-000-000
		Total Check Amount:	6,263.74		

<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>
31522	8/14/20	SSP Architectural Group Architecture services	2,800.00	P202100130	11-000-261-420-002-000
31523	8/14/20	SCHOOL HEALTH SUPPLY MV Health supplies	124.83	P202100113	11-000-213-600-000-000
31524	8/14/20	Shred-it USA Shredding	300.55	P202100131	11-000-262-420-000-000
31527	8/14/20	WageWorks, Inc. Cobra	57.00	P202100097	11-000-291-270-000-000
31528	8/14/20	WageWorks, Inc. FSA Health care	91.20	P202100098	11-000-291-270-000-000
31529	8/14/20	Able Security Locksmiths, Inc. panic bar strike plates hardware etc	3,626.00	P202100109	11-000-262-420-000-000
31530	8/14/20	Insurance Restoration Specialists, Inc. Sprill coordinator environmental etc	3,819.50	P202100111	12-000-260-732-000-000
31531	8/14/20	FedEx mailing services	25.16	P202100114	11-000-230-530-000-000
31537	8/14/20	WIRE'S ELEC SHOP INC Electrial services	2,756.10	P202100050	11-000-262-490-000-000

The Grand Total of all Checks from Fund 11 is:	203,809.93
The Grand Total of all Checks from Fund 12 is:	23,673.40
The Grand Total of all Checks from Fund 60 is:	1,606.22

The Grand total of all checks for this period is:	229,089.55
--	-------------------

STUDENT ACTIVITY ACCOUNT

2019-2020 SCHOOL YEAR	OPENING	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020
	BALANCE	7	8	9	10	11	12	1	2	3	4	5	6
Miscellaneous	6,398.51	6,399.85	6,451.04	6,344.83	6,957.71	7,327.79	7,632.20	7,151.51	7,184.06	8,786.82	8,792.05	9,207.86	9,507.66
Grade 8	(415.03)	(415.03)	926.42	(602.08)	21,645.92	21,570.07	20,647.03	21,122.03	12,633.53	13,688.53	13,688.53	10,339.87	6,306.97
Yearbook	6,397.17	6,397.17	6,397.17	6,427.17	6,427.17	2,946.84	2,946.84	2,946.84	4,614.84	4,614.84	4,614.84	5,594.84	5,594.84
Grade 7	20,991.27	20,991.27	20,991.27	22,564.37	10,564.37	12,260.67	12,834.67	12,834.67	12,834.67	14,147.62	14,097.22	16,936.88	17,543.43
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Steam	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05
Stop Hungry Now	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00
Grade 3	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00
Music	368.52	368.52	368.52	318.52	318.52	2,335.77	2,235.77	2,247.92	448.92	1,385.17	1,367.17	3,216.17	3,216.17
Drama	3,273.35	3,273.35	3,273.35	2,423.35	2,423.35	6,160.85	2,024.86	2,224.86	2,224.86	1,252.27	1,252.27	5,454.40	5,454.40
Wolf Pack K-2	1,132.11	1,132.11	1,132.11	1,132.11	1,132.11	1,132.11	1,559.11	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71
Wolfpack 3-5	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01
Wolfpack 6-8	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09
Student Council	733.53	733.53	733.53	733.53	733.53	642.03	874.21	966.21	966.21	966.21	930.71	930.71	930.71
Special Ed / Alex's Lemonade	124.95	124.95	124.95	124.95	124.95	109.55	109.55	109.55	184.87	184.87	184.87	184.87	184.87
Outdoor Ed	7,768.99	7,768.99	7,768.99	5,492.05	5,492.05	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90
Healthy U	120.08	120.08	120.08	765.08	965.08	939.58	939.58	1,289.58	1,301.62	3,301.62	3,301.62	3,239.12	3,239.12
Lego	1,100.00	1,100.00	1,100.00	1,100.00	1,630.00	1,630.00	1,630.00	1,630.00	1,630.00	1,630.00	1,630.00	884.50	884.50
Scholarship	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52
TOTAL	54,138.12	54,139.46	55,532.10	52,968.55	64,559.43	68,895.83	65,274.39	66,287.45	57,787.86	63,722.23	63,623.56	69,753.50	66,626.95

8th Grade Student Activity Account Reconciliation
Bank Balance at June 30, 2020

Bank Balance at June 30, 2020	6,306.97
July/August 2020 checks:	
Refunds of direct-paid dues	(9,584.00)
Ricci, M (ice cream, picture frames)	(259.88)
Gallegley, J - balloons	(14.00)
Picnic chaperones	(500.00)
Amazon (DC gifts)	(1,097.55)
Amazon (Picnic/Grad)	(313.97)
July/August 2020 deposits:	
Refund of DC Deposit	8,750.00
Scholarship funding	200.00
Book Balance at June 30, 2020	3,487.57
Less: Opening Balance	321.97
Amount to be Transferred to Receiving HS's	3,165.60

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION**APPENDIX 5****District of Allamuchy
All Governmental Funds
For the Month Ending JUNE 30, 2020**

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	589,196.76	830,669.26	1,052,152.32	(96,578.52)	271,135.18
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	589,196.76	830,669.26	1,052,152.32	(96,578.52)	271,135.18
Capital Reserve	177,695.38	-	-	30,836.70	208,532.08
Maintenance Reserve	35,823.10	-	-	85,989.95	121,813.05
Fund 20 - Special Revenue	(18,590.65)	8,871.00	17,658.25	(20,248.13)	(47,626.03)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	(0.49)	-	-	-	(0.49)
Total Government Funds	784,124.10	839,540.26	1,069,810.57	0.00	553,853.79
Fund 60 - Rutherford Hall	(254,533.46)	33,761.34	16,090.00	-	(236,862.12)
TOTAL ALL FUNDS	\$ 529,590.64	\$ 873,301.60	\$ 1,085,900.57	\$ 0.00	\$ 316,991.67

August 14, 2020**Date**

INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
Genl Acct INVESTORS - JUNE 2020 Bal	943,399.26	-	848,273.60	992,035.60	799,637.26
Petty Cash	700.00	-	-	-	700.00
Sub Total Genl Acct	944,099.26	-	848,273.60	992,035.60	800,337.26
- Prior period outstanding checks	(415,103.80)	-	-	(382,562.77)	(32,541.03)
+ New outstanding checks this month	-	-	-	451,832.74	(451,832.74)
SUB TOTAL GENERAL FUND	528,995.46	-	848,273.60	1,061,305.57	315,963.49
Adjustments:					
General to Agency/Payroll over-transfer	270.00	-	(270.00)	-	-
Cleared check - bank/book diff	14.70	-	-	(8.00)	22.70
Deposits in transit at 6/30/19	310.48	-	-	-	310.48
Bank reclassification	-	-	24,603.00	24,603.00	-
Deposits in Transit at 6/30/20	-	-	695.00	-	695.00
TOTAL GENL FUND CK ACCT. JUNE 2020	529,590.64	-	873,301.60	1,085,900.57	316,991.67

GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
JUNE 2020 Fund 10:	589,196.76	-	830,669.26	1,052,152.32	367,713.70
Fund 10 Reclass	-	-	-	96,578.52	(96,578.52)
Fund 10 Total	589,196.76	-	830,669.26	1,148,730.84	271,135.18
Capital Reserve	177,695.38	-	-	(30,836.70)	208,532.08
Maintenance Reserve	35,823.10	-	-	(85,989.95)	121,813.05
Tuition Reserve	-	-	-	-	-
Fund 20:	(18,590.65)	-	8,871.00	17,658.25	(27,377.90)
Fund 20 Reclass:	-	-	-	20,248.13	(20,248.13)
Fund 20 Total	(18,590.65)	-	8,871.00	37,906.38	(47,626.03)
Fund 30:	-	-	-	-	-
Fund 40:	(0.49)	-	-	-	(0.49)
Fund 60 Genl Ck. Acct:	(254,533.46)	-	33,761.34	16,090.00	(236,862.12)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(254,533.46)	-	33,761.34	16,090.00	(236,862.12)
TREASURER REPORT TOTALS:	529,590.64	-	873,301.60	1,085,900.57	316,991.67

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	\$	271,135.18	
102-106 Other cash equivalents	\$	0.00	
Total cash			\$ 271,135.18
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
116 Capital reserve account			\$ 208,532.08
117 Maintenance reserve account			\$ 121,813.05
121 Tax levy receivable			\$ 0.00
Accounts receivable			
132 Interfund	\$	9,543.52	
141 Intergovernmental - state	\$	126,071.22	
142 Intergovernmental - federal	\$	0.00	
143 Intergovernmental - other	\$	65,423.10	
153 Other Accounts Receivable	\$	51,180.00	
			\$ 252,217.84
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	\$	(10,154,579.37)	
			\$ (94,010.37)
TOTAL ASSETS AND RESOURCES			\$ 759,687.78

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	\$	2,140.88	
413 Intergovernmental accounts payable - other	\$	0.00	
421 Accounts payable	\$	9,317.35	
422 Judgments payable	\$	0.00	
430 Compensated absences payable	\$	0.00	
431 Contracts payable	\$	0.00	
451 Loans payable	\$	0.00	
481 Deferred revenues	\$	0.00	
499 Other current liabilities	\$	5,048.67	
Total liabilities			\$ 16,506.90

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	52,999.57	
754 Reserve for encumbrances - prior year		\$	0.00	
761 Reserved fund balance Capital Reserve - July 1, 2019	\$	208,532.08		
604 Add: Increase in capital reserve	\$	0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$	(23,466.56)		
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			\$	185,065.52
764 Reserved fund balance Maintenance Reserve - July 1, 2019	\$	121,813.05		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	(17,272.00)		
Subtotal - maintenance reserve			\$	104,541.05
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	99,931.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	10,348,998.09	
602 Less: expenditures	\$	10,087,262.15		
603 Less: encumbrances	\$	52,999.57	\$	(10,140,261.72)
Appropriations less expenditures			\$	208,736.37
				\$ 651,273.51
Unappropriated:				
770 Fund Balance, July 1, 2019			\$	271,636.37
303 Less: budgeted fund balance			\$	(179,729.00)
Unappropriated fund balance				\$ 91,907.37
Total fund equity				\$ 743,180.88
TOTAL LIABILITIES AND FUND EQUITY				\$ 759,687.78

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,348,998.09	\$ 10,140,261.72	\$ 208,736.37
Less: Revenues	\$ (10,060,569.00)	\$ (10,154,579.37)	\$ 94,010.37
Subtotal	\$ 288,429.09	\$ (14,317.65)	\$ 302,746.74
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 30,836.70	\$ (30,836.70)
Less - Withdrawal from reserve	\$ (23,466.56)	\$ 0.00	\$ (23,466.56)
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 85,989.95	\$ (85,989.95)
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	\$ 179,729.00	\$ 23,725.47	\$ 156,003.53
Add: Unappropriated fund balance			\$ 91,907.37
Total of budgeted and unappropriated fund balance			\$ 247,910.90

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	68,458.53	247,690.53	91,687.00	156,003.53
307/309/317	Bgtd wdrwl from cap rsv	0.00	23,466.56	23,466.56	0.00	23,466.56
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	9,452,971.37	(94,010.37)
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	214,197.09	10,348,998.09	10,257,088.37	91,909.72

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
ADVERTISED		2,004,835.00	(34,104.60)	1,970,730.40	1,970,730.40	0.00	0.00	0.00
Regular Programs-Home Instruction		6,000.00	(2,629.00)	3,371.00	3,371.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		245,491.00	20,210.28	265,701.28	232,187.81	0.00	33,513.47	871.64
Special Education-Multiply Hdcp		130,877.50	(5,875.64)	125,001.86	124,425.30	0.00	576.56	0.00
Special Education-Resource Room		252,711.50	61,896.12	314,607.62	314,197.55	0.00	410.07	0.00
Special Education-Autistic		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Prsc Hdcp/Part Time		78,266.00	(23,727.15)	54,538.85	54,189.34	0.00	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	(600.00)	88,475.00	86,917.75	0.00	1,557.25	0.00
Athletic Programs-Instruction		2,500.00	(2,112.00)	388.00	388.00	0.00	0.00	11.00
Undistributed Expense-Instruction		2,691,826.00	3.00	2,691,829.00	2,668,965.62	2,660.00	20,203.38	20,294.00
Health Services		125,387.00	5,177.21	130,564.21	129,162.13	0.00	1,402.08	0.00
Other Support Svc-Related Svcs		91,901.00	4,946.98	96,847.98	96,697.98	0.00	150.00	0.00
Other Support Svc-Extra. Svcs		200,100.00	(27,055.54)	173,044.46	163,090.06	0.00	9,954.40	0.00
Other Support Svc-Students-Reg		70,071.00	26,402.34	96,473.34	96,473.34	0.00	0.00	0.00
Other Support Svc-Students-Spec		194,391.10	(12,672.75)	181,718.35	173,965.00	227.57	7,525.78	0.00
Impr of Inst-Other Sup-Instruc		10,000.00	0.00	10,000.00	2,323.75	0.00	7,676.25	0.00
Library and Educ Media		79,541.00	0.00	79,541.00	73,254.29	0.00	6,286.71	0.00
Inst. staff training svcs		7,500.00	2,000.00	9,500.00	9,162.40	0.00	337.60	0.00
Support svc-general admin		287,986.90	5,959.91	293,946.81	270,563.71	3,747.00	19,636.10	14,580.42
Support Svc-School Admin		312,683.10	(28,254.12)	284,428.98	277,642.12	0.00	6,786.86	11,862.86
Business and Other Support Svcs		174,708.00	1,230.00	175,938.00	174,514.73	0.00	1,423.27	5,320.00
Maintenance of Plant Services		178,692.00	(30,677.60)	148,014.40	138,725.38	0.00	9,289.02	0.00
Operation of Plant		490,460.80	80,328.06	570,788.86	543,007.79	27,513.00	268.07	441.02
Care & Upkeep of Grounds		65,286.00	(7,029.98)	58,256.02	57,959.54	0.00	296.48	0.00
Student Transportation Svcs		756,143.10	120,227.34	876,370.44	858,273.90	13,437.00	4,659.54	1,430.50
Employee Benefits		1,456,770.00	13,937.67	1,470,707.67	1,443,005.70	0.00	27,701.97	134,954.80
606	Increase in Maint Rsv	0.00	0.00	0.00	85,989.95	0.00	(85,989.95)	0.00
Grand Totals for fund 11:		10,003,203.00	167,580.53	10,170,783.53	10,049,184.54	47,584.57	74,014.42	189,766.24

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	30,836.70	0.00	(30,836.70)	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	46,616.56	178,214.56	124,067.56	5,415.00	48,732.00	5,634.00
Grand Totals for fund 12:		131,598.00	46,616.56	178,214.56	154,904.26	5,415.00	17,895.30	5,634.00

Fund 13 (Special Schools Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	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/Tnsf	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: 10,134,801.00 214,197.09 10,348,998.09 10,204,088.80 52,999.57 91,909.72 195,400.24

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	68,458.53	247,690.53	91,687.00	156,003.53
307/309/317	Bgtd wdrwl from cap rsv	0.00	23,466.56	23,466.56	0.00	23,466.56
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	42,224.42	(42,224.42)
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	217,871.15	(56,521.15)
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	9,661.12	57,876.88
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	6,285.05	(6,285.05)
10-1510-100-000	Unemployment Comp Interest Rev	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	10,712.50	(10,712.50)
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	22,739.85	16,260.15
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	44,000.00	(44,000.00)
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	1,269.28	(1,269.28)
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	100.00	(100.00)
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	214,197.09	10,348,998.09	10,257,088.37	91,909.72

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

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	249,045.00	(62,536.52)	186,508.48	186,508.48	0.00	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,129,208.00	54,434.77	1,183,642.77	1,183,642.77	0.00	0.00	0.00
11-125-100-104	Permanent Substitute Salary	18,674.00	1.00	18,675.00	18,675.00	0.00	0.00	0.00
11-130-100-101	6-8 TCH SALARY	607,908.00	(26,003.85)	581,904.15	581,904.15	0.00	0.00	0.00
ADVERTISED		2,004,835.00	(34,104.60)	1,970,730.40	1,970,730.40	0.00	0.00	0.00
11-150-100-101	HOME INSTR SAL	6,000.00	(4,275.00)	1,725.00	1,725.00	0.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	0.00	1,646.00	1,646.00	1,646.00	0.00	0.00	0.00
Regular Programs-Home Instruction		6,000.00	(2,629.00)	3,371.00	3,371.00	0.00	0.00	0.00
11-190-100-104	Substitutes Salary	72,000.00	(49,174.00)	22,826.00	22,826.00	0.00	0.00	0.00
11-190-100-320	Pur Prof Educational Serv	0.00	31,500.00	31,500.00	31,500.00	0.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	36,495.00	45,867.10	82,362.10	81,959.74	0.00	402.36	726.07
11-190-100-500	Other Purchased Services (400-500 Series)	40,496.00	5,857.28	46,353.28	46,353.28	0.00	0.00	0.00
11-190-100-610	GEN SUPPLIES	60,000.00	(420.51)	59,579.49	36,615.16	0.00	22,964.33	145.57
11-190-100-640	TEXTBOOKS	30,000.00	(16,819.59)	13,180.41	3,045.44	0.00	10,134.97	0.00
11-190-100-890	Other Objects	6,500.00	3,400.00	9,900.00	9,888.19	0.00	11.81	0.00
Regular Programs-Undistrib Instruction		245,491.00	20,210.28	265,701.28	232,187.81	0.00	33,513.47	871.64
11-212-100-101	MD TEACH SAL	125,477.50	(5,875.64)	119,601.86	119,601.86	0.00	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 Hdep		130,877.50	(5,875.64)	125,001.86	124,425.30	0.00	576.56	0.00
11-213-100-101	RES CTR SAL	95,801.50	53,351.90	149,153.40	149,153.40	0.00	0.00	0.00
11-213-100-106	RES CTR AIDE SA	154,910.00	8,544.22	163,454.22	163,454.22	0.00	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	61,896.12	314,607.62	314,197.55	0.00	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 Srves	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	(23,050.40)	30,140.60	30,140.60	0.00	0.00	0.00
11-215-100-106	PSD AIDE SAL	24,575.00	(676.75)	23,898.25	23,898.25	0.00	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 Hdep/Part Time		78,266.00	(23,727.15)	54,538.85	54,189.34	0.00	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	86,917.75	0.00	1,557.25	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	(100.00)	0.00	0.00	0.00	0.00	0.00
Curricular Activities-Instruction		89,075.00	(600.00)	88,475.00	86,917.75	0.00	1,557.25	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	(612.00)	388.00	388.00	0.00	0.00	11.00
11-402-100-610	General Supplie	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00	0.00
Athletic Programs-Instruction		2,500.00	(2,112.00)	388.00	388.00	0.00	0.00	11.00
11-000-100-561	Tuit LEA NJ Reg	2,000,046.00	0.00	2,000,046.00	2,000,046.00	0.00	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	325,580.00	(99,458.68)	226,121.32	222,526.32	0.00	3,595.00	9,709.00
11-000-100-563	Voc. School Dist	11,700.00	(85.32)	11,614.68	7,380.00	820.00	3,414.68	6,048.00
11-000-100-564	Voc. School Dist Spec Ed	20,000.00	(1,600.00)	18,400.00	16,560.00	1,840.00	0.00	0.00
11-000-100-565	TUIT CO SP SERV	10,000.00	(9,408.00)	592.00	0.00	0.00	592.00	0.00
11-000-100-566	TUIT PRIV NJ	297,500.00	0.00	297,500.00	285,907.15	0.00	11,592.85	4,537.00
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	110,555.00	137,555.00	136,546.15	0.00	1,008.85	0.00
Undistributed Expense-Instruction		2,691,826.00	3.00	2,691,829.00	2,668,965.62	2,660.00	20,203.38	20,294.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-213-100	Salaries	122,187.00	1,920.00	124,107.00	124,107.00	0.00	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	2,000.00	1,980.83	3,980.83	2,578.75	0.00	1,402.08	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	1,286.38	2,286.38	2,286.38	0.00	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	5,177.21	130,564.21	129,162.13	0.00	1,402.08	0.00
11-000-216-100	Salaries	79,301.00	4,300.00	83,601.00	83,601.00	0.00	0.00	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	1,069.00	13,069.00	12,919.00	0.00	150.00	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	4,946.98	96,847.98	96,697.98	0.00	150.00	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	(26,905.80)	143,194.20	143,194.20	0.00	0.00	0.00
11-000-217-320	THERAPY SVS	30,000.00	(149.74)	29,850.26	19,895.86	0.00	9,954.40	0.00
Other Support Svc-Extra. Svcs		200,100.00	(27,055.54)	173,044.46	163,090.06	0.00	9,954.40	0.00
11-000-218-104	GUID SALARY	69,371.00	26,332.63	95,703.63	95,703.63	0.00	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	26,402.34	96,473.34	96,473.34	0.00	0.00	0.00
11-000-219-104	CST PROF SALARY	77,331.00	3,122.50	80,453.50	80,453.50	0.00	0.00	0.00
11-000-219-105	CST SECT SALARY	20,260.10	0.00	20,260.10	20,063.52	0.00	196.58	0.00
11-000-219-320	CST PROF SVS	95,000.00	(17,782.30)	77,217.70	69,988.50	0.00	7,229.20	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	1,987.05	3,487.05	3,259.48	227.57	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	173,965.00	227.57	7,525.78	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	40.00	8,540.00	1,023.75	0.00	7,516.25	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	0.00	7,676.25	0.00
11-000-222-100	Salaries	68,641.00	0.00	68,641.00	68,641.00	0.00	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	73,254.29	0.00	6,286.71	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	2,000.00	9,500.00	9,162.40	0.00	337.60	0.00
Inst. staff training svcs		7,500.00	2,000.00	9,500.00	9,162.40	0.00	337.60	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	105,000.00	0.00	2,556.00	0.00
11-000-230-331	ADM LEGAL SV	40,000.00	8,925.72	48,925.72	46,349.72	2,576.00	0.00	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	(525.00)	22,975.00	21,804.00	1,171.00	0.00	0.00
11-000-230-530	Communications/Telephone	30,800.00	1,080.54	31,880.54	29,923.95	0.00	1,956.59	14,317.09
11-000-230-590	Other Purchased Services (400-500 Series)	31,250.00	(4,903.69)	26,346.31	21,896.99	0.00	4,449.32	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	6,140.90	1,382.34	7,523.24	7,468.86	0.00	54.38	263.33
11-000-230-890	ADM DUES,WKSHOP	26,190.00	0.00	26,190.00	20,270.19	0.00	5,919.81	0.00
Support svc-general admin		287,986.90	5,959.91	293,946.81	270,563.71	3,747.00	19,636.10	14,580.42
11-000-240-103	SCHOOL PRIN SAL	156,508.50	0.54	156,509.04	156,509.04	0.00	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	127,224.60	(28,254.66)	98,969.94	93,827.08	0.00	5,142.86	5,142.86
11-000-240-270	School Admin Health Benefits	13,350.00	0.00	13,350.00	13,350.00	0.00	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	(28,254.12)	284,428.98	277,642.12	0.00	6,786.86	11,862.86

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-251-100	Salaries	140,958.00	1,230.00	142,188.00	142,188.00	0.00	0.00	0.00
11-000-251-270	Business Admin Health Benefits	14,750.00	0.00	14,750.00	14,750.00	0.00	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	1,230.00	175,938.00	174,514.73	0.00	1,423.27	5,320.00
11-000-261-100	Salaries	63,242.00	10,534.73	73,776.73	73,776.73	0.00	0.00	0.00
11-000-261-420	MAINT SVS	100,000.00	(39,901.72)	60,098.28	52,988.75	0.00	7,109.53	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	(2,556.60)	12,443.40	10,263.91	0.00	2,179.49	0.00
11-000-261-800	Maintenance Prog	450.00	1,245.99	1,695.99	1,695.99	0.00	0.00	0.00
Maintenance of Plant Services		178,692.00	(30,677.60)	148,014.40	138,725.38	0.00	9,289.02	0.00
11-000-262-100	Salaries	186,640.80	23,927.39	210,568.19	210,568.19	0.00	0.00	0.00
11-000-262-300	Purch Prof SVS	22,500.00	25,468.41	47,968.41	27,968.41	20,000.00	0.00	0.00
11-000-262-420	PLNT CUST SVS	29,395.00	5,059.82	34,454.82	27,166.82	7,288.00	0.00	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	2,006.11	12,006.11	12,006.11	0.00	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	(300.00)	0.00	0.00	0.00	0.00	0.00
11-000-262-610	PLNT SUPPLIES	30,000.00	20,649.50	50,649.50	50,424.50	225.00	0.00	441.02
11-000-262-621	Energy - Propane - Villa	5,000.00	(1,609.99)	3,390.01	3,390.01	0.00	0.00	0.00
11-000-262-622	Energy - Electric - Villa	97,000.00	4,299.91	101,299.91	101,042.58	0.00	257.33	0.00
11-000-262-624	Energy - Htg Fuel - Villa	74,000.00	(417.43)	73,582.57	73,582.57	0.00	0.00	0.00
11-000-262-800	PLNT OTHER	625.00	(489.26)	135.74	125.00	0.00	10.74	0.00
Operation of Plant		490,460.80	80,328.06	570,788.86	543,007.79	27,513.00	268.07	441.02
11-000-263-100	Grounds	46,286.00	(1,401.76)	44,884.24	44,884.24	0.00	0.00	0.00
11-000-263-300	Purchased Prof Svcs	16,000.00	(7,439.63)	8,560.37	8,477.95	0.00	82.42	0.00
11-000-263-600	Grounds supplies	3,000.00	1,811.41	4,811.41	4,597.35	0.00	214.06	0.00
Care & Upkeep of Grounds		65,286.00	(7,029.98)	58,256.02	57,959.54	0.00	296.48	0.00
11-000-270-105	Transportation Secretary	51,170.40	117.60	51,288.00	51,288.00	0.00	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	166,767.76	35,405.35	202,173.11	202,173.11	0.00	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	48,059.94	(2,643.00)	45,416.94	45,416.54	0.00	0.40	0.00
11-000-270-162	Salary - Pupil Transportation	25,000.00	16,513.54	41,513.54	41,513.54	0.00	0.00	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	1,680.00	1,680.00	1,680.00	0.00	0.00	0.00
11-000-270-420	TRNS REP/MAINT	95,000.00	(13,695.77)	81,304.23	78,239.78	0.00	3,064.45	0.00
11-000-270-443	Lease Purchase Pymt	83,645.00	25,000.00	108,645.00	108,101.80	0.00	543.20	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	(11,000.00)	39,000.00	26,013.00	12,987.00	0.00	0.00
11-000-270-511	TRNS CONT REG	3,000.00	3,200.00	6,200.00	6,200.00	0.00	0.00	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	58,316.96	198,316.96	196,815.47	450.00	1,051.49	0.00
11-000-270-593	Transp Insurance, Travel Exp.	30,000.00	(5,638.30)	24,361.70	24,361.70	0.00	0.00	0.00
11-000-270-600	TRNS SUP/MAT	50,000.00	8,228.84	58,228.84	58,228.84	0.00	0.00	0.00
11-000-270-890	Misc Expenses	2,500.00	246.00	2,746.00	2,746.00	0.00	0.00	0.00
Student Transportation Svcs		756,143.10	120,227.34	876,370.44	858,273.90	13,437.00	4,659.54	1,430.50
11-000-291-220	PERS FICA	120,000.00	15,047.87	135,047.87	135,047.87	0.00	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	10,013.00	0.00	0.00	0.00
11-000-291-241	PERS CONTR	131,000.00	2,160.00	133,160.00	133,160.00	0.00	0.00	0.00
11-000-291-249	DCRP Employer Contribution	2,750.00	2,516.88	5,266.88	4,847.04	0.00	419.84	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 COMPSPA	55,000.00	9,678.99	64,678.99	64,678.99	0.00	0.00	0.00
11-000-291-270	EMPL HLTH BENEF	1,076,020.00	(4,672.03)	1,071,347.97	1,062,072.45	0.00	9,275.52	134,954.80
11-000-291-280	TUITION REIMB	25,000.00	1,000.94	26,000.94	24,000.94	0.00	2,000.00	0.00
11-000-291-290	Employee Benefits	35,000.00	(18,332.12)	16,667.88	661.27	0.00	16,006.61	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	13,937.67	1,470,707.67	1,443,005.70	0.00	27,701.97	134,954.80
606	Increase in Maint Rsv	0.00	0.00	0.00	85,989.95	0.00	(85,989.95)	0.00
Grand Totals for fund 11:		10,003,203.00	167,580.53	10,170,783.53	10,049,184.54	47,584.57	74,014.42	189,766.24

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	30,836.70	0.00	(30,836.70)	\$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	46,616.56	128,116.56	122,701.56	5,415.00	0.00	7,000.00
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	1,366.00	0.00	0.00	(1,366.00)
Fund transfers		131,598.00	46,616.56	178,214.56	124,067.56	5,415.00	48,732.00	5,634.00
Grand Totals for fund 12:		131,598.00	46,616.56	178,214.56	154,904.26	5,415.00	17,895.30	5,634.00

Fund 13 (Special Schools Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	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/Tnsf	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	214,197.09	10,348,998.09	10,204,088.80	52,999.57	91,909.72	195,400.24

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	\$ (47,626.03)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (47,626.03)
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	\$ 67,598.45	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 10,855.57	
		\$ 78,454.02
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)	\$ 184,481.90	
302 Less: revenues collected or accrued	\$ (208,826.00)	
		\$ (24,344.10)
TOTAL ASSETS AND RESOURCES		\$ 6,483.89

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	\$ 1,649.83	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ 0.00	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 0.00	
481 Deferred revenues	\$ 0.00	
499 Other current liabilities	\$ 28,871.97	
Total liabilities		\$ 30,827.92

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	0.00		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	215,453.64			
602 Less: expenditures	\$	199,376.64				
603 Less: encumbrances	\$	0.00	\$	(199,376.64)	\$	16,077.00
Appropriations less expenditures					\$	16,077.00
Unappropriated:						
770 Fund Balance, July 1, 2019			\$	(26,730.32)		
303 Less: budgeted fund balance			\$	(13,690.71)		
Unappropriated fund balance					\$	(40,421.03)
Total fund equity					\$	(24,344.03)
TOTAL LIABILITIES AND FUND EQUITY					\$	6,483.89

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	0.00	30,971.74	30,971.74	(9,449.36)	40,421.10
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	4,500.00	0.00	4,500.00	23,700.00	(19,200.00)
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	177,000.00	2,981.90	179,981.90	185,126.00	(5,144.10)
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	33,953.64	215,453.64	199,376.64	16,077.00

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	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	12,163.14	43,663.14	36,276.12	0.00	7,387.02	0.00
IDEA Part B		89,000.00	4,521.00	93,521.00	93,521.00	0.00	0.00	0.00
IDEA (Prog. 251)		6,000.00	(497.00)	5,503.00	5,503.00	0.00	0.00	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	(2,111.00)	6,389.00	6,349.00	0.00	40.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	8,036.81	0.00	4,149.98	0.00
Title 1 - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	17,690.71	49,690.71	49,690.71	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	33,953.64	215,453.64	199,376.64	0.00	16,077.00	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	0.00	30,971.74	30,971.74	(9,449.36)	40,421.10
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	19,700.00	(19,700.00)
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	4,500.00	0.00	4,500.00	4,000.00	500.00
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	31,500.00	5,601.90	37,101.90	37,200.00	(98.10)
20-4412-232-000	Title II Part A	8,500.00	(2,123.00)	6,377.00	6,377.00	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	90,000.00	0.00	90,000.00	91,553.00	(1,553.00)
20-4423-251-000	IDEA-Preschool	5,000.00	(497.00)	4,503.00	5,503.00	(1,000.00)
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	10,000.00	0.00	10,000.00	10,000.00	0.00
20-4495-290-000	Title V Innovative	0.00	0.00	0.00	0.00	0.00
20-4502-450-000	REAP	32,000.00	0.00	32,000.00	34,493.00	(2,493.00)
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	33,953.64	215,453.64	199,376.64	16,077.00

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-454-100-610	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	2,308.00	26,308.00	26,308.00	0.00	0.00	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	14,027.24	14,027.24	9,968.12	0.00	4,059.12	0.00
20-231-200-200	Employee Benefits	7,500.00	(4,172.10)	3,327.90	0.00	0.00	3,327.90	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	12,163.14	43,663.14	36,276.12	0.00	7,387.02	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	3,521.00	48,521.00	48,521.00	0.00	0.00	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	4,521.00	93,521.00	93,521.00	0.00	0.00	0.00
20-251-100-300	IDEA PSH ED SVS	6,000.00	(497.00)	5,503.00	5,503.00	0.00	0.00	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	(497.00)	5,503.00	5,503.00	0.00	0.00	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	(2,123.00)	6,377.00	6,337.00	0.00	40.00	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	(2,111.00)	6,389.00	6,349.00	0.00	40.00	0.00
20-280-100-600	Instructional Supplies	7,500.00	4,686.79	12,186.79	8,036.81	0.00	4,149.98	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	(2,500.00)	0.00	0.00	0.00	0.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	8,036.81	0.00	4,149.98	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	(1,540.00)	11,460.00	11,460.00	0.00	0.00	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	20,248.13	20,248.13	20,248.13	0.00	0.00	0.00
20-451-100-890	Student Admin Fees	6,000.00	(55.00)	5,945.00	5,945.00	0.00	0.00	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	(962.42)	12,037.58	12,037.58	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	17,690.71	49,690.71	49,690.71	0.00	0.00	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	33,953.64	215,453.64	199,376.64	0.00	16,077.00	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	\$ (0.49)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (0.49)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 0.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (762,800.00)	
		\$ (762,800.00)
TOTAL ASSETS AND RESOURCES		\$ (762,800.49)

LIABILITIES AND FUND EQUITY

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

FUND EQUITY

Appropriated:

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

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			\$ (762,800.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (762,800.49)

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	700,394.00	0.00	700,394.00	700,394.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	62,406.00	0.00	62,406.00	62,406.00	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		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/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		762,800.00	0.00	762,800.00	762,800.00	0.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	762,800.00	0.00	0.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	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.		700,394.00	0.00	700,394.00	700,394.00	0.00
40-3160-000-000 Debt Service Aid II		62,406.00	0.00	62,406.00	62,406.00	0.00
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/Tmsf	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	322,800.00	0.00	0.00	0.00
40-701-510-910	BOND PRINC	440,000.00	0.00	440,000.00	440,000.00	0.00	0.00	0.00
Debt service-regular		762,800.00	0.00	762,800.00	762,800.00	0.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	762,800.00	0.00	0.00	0.00

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

James Schlessinger, Business Administrator

Date

Interim Balance Sheet**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (236,862.12)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (236,862.12)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 25,008.25	
153 Other Accounts Receivable	\$ 2,600.00	
		\$ 27,608.25
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)	\$ 200,000.00	
302 Less: revenues collected or accrued	\$ (124,249.67)	
		\$ 75,750.33
TOTAL ASSETS AND RESOURCES		\$ (133,503.54)

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		\$ 8,540.00
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 8,540.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	786.00		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	200,863.22			
602 Less: expenditures	\$	193,276.60				
603 Less: encumbrances	\$	786.00	\$	(194,062.60)	\$	6,800.62
Appropriations less expenditures					\$	7,586.62

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(151,130.16)	
303 Less: budgeted fund balance	\$	<u>0.00</u>	
Unappropriated fund balance			\$ (151,130.16)
Total fund equity			<u>\$ (143,543.54)</u>

TOTAL LIABILITIES AND FUND EQUITY

\$ (135,003.54)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 200,863.22	\$ 194,062.60	\$ 6,800.62
Less: Revenues	\$ (200,000.00)	\$ (124,249.67)	\$ (75,750.33)
Subtotal	\$ 863.22	\$ 69,812.93	\$ (68,949.71)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (863.22)	\$ (863.22)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 68,949.71	\$ (68,949.71)
Add: Unappropriated fund balance			\$ (151,130.16)
Total of budgeted and unappropriated fund balance			\$ (220,079.87)

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	69,812.93	(68,949.71)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	200,000.00	0.00	200,000.00	124,249.67	75,750.33
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		200,000.00	863.22	200,863.22	194,062.60	6,800.62

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		131,000.00	0.00	131,000.00	112,940.78	0.00	18,059.22	3,323.40
Benefits		15,000.00	0.00	15,000.00	14,155.00	0.00	845.00	2,600.00
Administrative Costs		32,000.00	150.00	32,150.00	17,165.73	786.00	14,198.27	0.00
Purchased Services		0.00	377.00	377.00	23,388.10	0.00	(23,011.10)	0.00
Other Purchased Services		6,000.00	0.00	6,000.00	4,546.00	0.00	1,454.00	0.00
Supplies		6,000.00	336.22	6,336.22	12,981.41	0.00	(6,645.19)	0.00
Other Expenses		10,000.00	0.00	10,000.00	8,099.58	0.00	1,900.42	0.00
Grand Totals for fund 60:		200,000.00	863.22	200,863.22	193,276.60	786.00	6,800.62	5,923.40

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	69,812.93	(68,949.71)
60-1500-000-000	Miscellaneous Revenue	20,000.00	0.00	20,000.00	3,344.00	16,656.00
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	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	3,000.00	0.00	3,000.00	521.00	2,479.00
60-1710-102-000	Admis Grant Funct.-Museum	500.00	0.00	500.00	406.00	94.00
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	20,000.00	0.00	20,000.00	10,025.00	9,975.00
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	3,672.00	(3,672.00)
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	1,251.00	(1,251.00)
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	10,000.00	0.00	10,000.00	523.00	9,477.00
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	5,000.00	0.00	5,000.00	0.00	5,000.00
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	7,500.00	0.00	7,500.00	3,220.00	4,280.00
60-1710-203-101	Harry Potter Summer Camp #2	7,500.00	0.00	7,500.00	3,501.50	3,998.50
60-1710-203-102	Camp Half-Blood Themed Camp	5,000.00	0.00	5,000.00	175.00	4,825.00
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	250.00	(250.00)
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	105.00	(105.00)
60-1710-208-000	Art Camp: Landscape & Art	20,000.00	0.00	20,000.00	0.00	20,000.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	6,238.50	(6,238.50)
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	2,000.00	0.00	2,000.00	670.00	1,330.00
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	2,000.00	0.00	2,000.00	0.00	2,000.00
60-1710-213-001	Outdoor Camp - Survival	2,000.00	0.00	2,000.00	5,350.00	(3,350.00)
60-1710-213-002	Outdoor Camp - Boating	2,000.00	0.00	2,000.00	150.00	1,850.00
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	2,000.00	0.00	2,000.00	420.00	1,580.00
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	25,000.00	(25,000.00)
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	25,000.00	0.00	25,000.00	0.00	25,000.00
60-1910-000-000	Rutherford Hall Rentals	40,000.00	0.00	40,000.00	15,051.00	24,949.00
60-1910-000-105	Allamuchy Country Fair	10,000.00	0.00	10,000.00	21,125.17	(11,125.17)
60-1910-100-000	Warren Cty First Night	5,000.00	0.00	5,000.00	0.00	5,000.00
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	1,500.00	0.00	1,500.00	5,368.00	(3,868.00)

Report of the Secretary to the Allamuchy Board of Education Rutherford Hall Budget - Fund 60

FY2020 Data is Posted to 8/12/2020 12:54:49 PM

Page: 5 Printed: 8/12/2020 at 12:54:51PM

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	10,000.00	0.00	10,000.00	770.00	9,230.00
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	50.00	(50.00)
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	1,210.50	(1,210.50)
Grand Totals	200,000.00	863.22	200,863.22	194,062.60	6,800.62

Minimum Expense General Ledger Report**Fund 60 (Rutherford Hall Budget)**

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	80,000.00	0.00	80,000.00	48,895.03	0.00	31,104.97	0.00
60-990-320-182	Salaries - Office & Clerical	35,000.00	0.00	35,000.00	35,418.65	0.00	(418.65)	0.00
60-990-320-183	Salaries - Custodial	0.00	0.00	0.00	8,723.50	0.00	(8,723.50)	0.00
60-990-320-184	Salaries - Summer Camp	16,000.00	0.00	16,000.00	19,903.60	0.00	(3,903.60)	3,323.40
60-990-320-185	Bus Driver Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries		131,000.00	0.00	131,000.00	112,940.78	0.00	18,059.22	3,323.40
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	15,000.00	0.00	15,000.00	14,155.00	0.00	845.00	2,600.00
Benefits		15,000.00	0.00	15,000.00	14,155.00	0.00	845.00	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	25,000.00	0.00	25,000.00	10,664.50	0.00	14,335.50	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	3,500.00	0.00	3,500.00	3,625.23	0.00	(125.23)	0.00
60-990-320-340	Purchased Technical Services	3,500.00	150.00	3,650.00	1,951.00	0.00	1,699.00	0.00
Administrative Costs		32,000.00	150.00	32,150.00	17,165.73	786.00	14,198.27	0.00
60-990-320-420	Cleaning & Repair Services	0.00	377.00	377.00	5,492.10	0.00	(5,115.10)	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	377.00	377.00	23,388.10	0.00	(23,011.10)	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	6,000.00	0.00	6,000.00	4,546.00	0.00	1,454.00	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		6,000.00	0.00	6,000.00	4,546.00	0.00	1,454.00	0.00
60-990-320-610	General Supplies	3,000.00	0.00	3,000.00	8,666.52	0.00	(5,666.52)	0.00
60-990-320-611	Function Supplies	3,000.00	336.22	3,336.22	4,314.89	0.00	(978.67)	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		6,000.00	336.22	6,336.22	12,981.41	0.00	(6,645.19)	0.00
60-990-320-890	Miscellaneous Expense	2,000.00	0.00	2,000.00	1,694.93	0.00	305.07	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	6,000.00	0.00	6,000.00	4,985.65	0.00	1,014.35	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	2,000.00	0.00	2,000.00	1,419.00	0.00	581.00	0.00
Other Expenses		10,000.00	0.00	10,000.00	8,099.58	0.00	1,900.42	0.00
Grand Totals for fund 60:		200,000.00	863.22	200,863.22	193,276.60	786.00	6,800.62	5,923.40

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>
31322	6/2/20	American Coachwerks, LLC			
		Bus repairs/inspections	199.00	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	867.16	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	258.00	P202000016	11-000-270-420-000-000
		Total Check Amount:	<u>1,324.16</u>		
31323	6/2/20	Brown, Michael			
		Black Seal Trainings & materials	550.00	P202000637	11-000-261-610-000-000
31324	6/3/20	 OOD Tuition #03031612019	7,688.00	P202000158	11-000-100-569-000-000
31325	6/3/20	AERO Plumbing & Heating Co., Inc.			
		Bathroom repairs	1,170.05	P202000638	11-000-261-420-001-000
31326	6/3/20	POSTMASTER-ALLAMUCHY			
		Renewal Box J	364.00	P202000620	11-000-230-530-000-000
		Renewal Box B	254.00	P202000620	11-000-230-530-000-000
		Total Check Amount:	<u>618.00</u>		
31327	6/4/20	NJASBO			
		2020 Virtual Conference (June 1-5)	275.00	P202000636	11-000-230-890-000-000
N0533	6/8/20	WEX Bank			
		Fuel for buses	791.43	P202000296	11-000-270-600-000-000
31328	6/11/20	Brown, Michael			
		Reimb color chips	111.70	P202000644	11-000-261-610-000-000
31329	6/11/20	FedEx			
		express mailings	46.58	P202000543	11-000-230-530-000-000
N0534	6/12/20	The Spoken Path, LLC.			
		Direct speech services	(3,918.00)	P202000186	11-000-216-320-000-000
		Direct speech services	3,918.00	P202000186	20-250-200-300-000-000
		Total Check Amount:	<u>0.00</u>		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0612	6/12/20	PAYROLL			
		FICA	10,101.60	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	28,330.62	P202000001	11-130-100-101-000-001
		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 ATS	1,315.40	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	49,848.75	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	2,453.77	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	3,471.25	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	835.98	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	1,583.33	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	1,672.00	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,493.52	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	213.92	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	8,956.56	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,229.98	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	1,440.00	P202000001	11-000-270-162-000-000
		FICA	15,811.39	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	203.59	P202000002	11-000-291-249-000-000
		Healthcare plan incentives	10,625.00	P202000001	11-000-291-270-101-000
		Healthcare premium waivers	83,726.69	P202000001	11-000-291-270-102-000
		PERS SERVICES	9,230.00	P202000001	20-451-100-100-000-000
		Salaries-Office&Cler Non-Grant	452.67	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			371,552.48		

<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>
31330	6/15/20	The Spoken Path, LLC. Direct speech #42	183.00	P202000186	11-000-216-320-000-000
31331	6/16/20	DeMary, Peter battery for mower	54.99	P202000642	11-000-262-100-000-002
31332	6/16/20	Sabol, Melissa Tuition reimb	575.63	P202000643	11-000-291-280-000-000
31333	6/16/20	Serraino, Nicholas milage reimb	47.60	P202000634	11-000-223-500-000-000
		NJAHPERD 2-25-20 reimb	75.00	P202000634	11-000-223-500-000-000
Total Check Amount:			122.60		
31334	6/16/20	Grand Rental Station saw cut rental	73.45	P202000632	11-000-261-420-001-000
31335	6/16/20	BLUE RIDGE LUMBER maintenance supplies	785.94	P202000619	11-000-263-600-000-000
31336	6/16/20	Eclectic Architecture LLC Storm water inv1	4,787.50	P202000622	12-000-400-710-000-000
		Storm water inv3	5,745.00	P202000622	12-000-400-710-000-000
Total Check Amount:			10,532.50		
31337	6/16/20	Fuller Paper Company maintenance/cust supplies	197.06	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	37.02	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	37.02	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	378.30	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	130.00	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	315.10	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	19.90	P202000626	11-000-262-610-000-000
		maintenance/cust supplies	27.42	P202000626	11-000-262-610-000-000
Total Check Amount:			1,141.82		
31338	6/16/20	RK Environmental 3-year re-inspection Ahera	325.00	P202000623	11-000-262-300-000-000
31339	6/16/20	MGL Printing Solutions signature stamp	61.00	P202000627	11-000-230-610-000-000
31340	6/16/20	JOSTEN'S INC Diplomas	810.09	P202000625	11-000-230-610-000-000
31341	6/16/20	Eclectic Architecture LLC inv#5 Communication during bidding	280.00	P202000628	12-000-400-710-000-000
31342	6/16/20	WILLOWGLEN ACADEMY INC OOD Tuition HS #2419	10,178.80	P202000151	11-000-100-566-000-000

<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>
31343	6/16/20	Gallegly, Jennifer Tuition reimb	556.88	P202000633	11-000-291-280-000-000
31344	6/16/20	Shaeffer, Stephanie Auditory-Verbal 202005	975.00	P202000242	11-000-216-320-000-000
31345	6/17/20	Thomas, Carren reimb for garden plot	70.00	P202000645	60-990-320-890-200-000
31346	6/17/20	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		
31347	6/18/20	Home Towne Hardware, LLC plumbing supplies	66.56	P202000094	11-000-262-610-000-000
		plumbing supplies	51.94	P202000094	11-000-262-610-000-000
		Total Check Amount:	118.50		
31348	6/18/20	SSP Architectural Group Rh Structural Repairs	500.00	P202000569	12-000-400-710-000-000
31349	6/21/20	di Palma, Steven & Christine Aid in Lieu	167.00	P202000369	11-000-270-503-000-000
31350	6/21/20	Sainte, Dieulane Aid in lieu	167.00	P202000521	11-000-270-503-000-000
		Aid in lieu	167.00	P202000521	11-000-270-503-000-000
		Total Check Amount:	334.00		
31351	6/21/20	Ayhan, Melahat Aid in Lieu	167.00	P202000362	11-000-270-503-000-000
31352	6/21/20	Leddy, Allison Aid in Lieu	167.00	P202000363	11-000-270-503-000-000
31353	6/21/20	Pasquali, Jennifer Aid in Lieu	167.00	P202000368	11-000-270-503-000-000
31354	6/21/20	Donnelly, Robert Aid in Lieu	167.00	P202000364	11-000-270-503-000-000
		Aid in Lieu	167.00	P202000364	11-000-270-503-000-000
		Total Check Amount:	334.00		
31355	6/21/20	Espinal, Gabriel & Maria Aid in Lieu	167.00	P202000371	11-000-270-503-000-000
		Aid in Lieu	167.00	P202000371	11-000-270-503-000-000
		Total Check Amount:	334.00		

<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>
31356	6/21/20	Scheeringa, Reuben			
		Aid in Lieu	167.00	P202000372	11-000-270-503-000-000
		Aid in Lieu	167.00	P202000372	11-000-270-503-000-000
		Aid in Lieu	167.00	P202000372	11-000-270-503-000-000
Total Check Amount:			501.00		
31357	6/21/20	DiLoreto, Tammy & Glen			
		Aid in Lieu	167.00	P202000374	11-000-270-503-000-000
31358	6/21/20	Lens, Karl			
		Aid in Lieu	167.00	P202000393	11-000-270-503-000-000
		Aid in lieu	167.00	P202000393	11-000-270-503-000-000
Total Check Amount:			334.00		
31359	6/21/20	Gibbs, Shaquenia			
		Aid in Lieu	167.00	P202000359	11-000-270-503-000-000
31360	6/21/20	Costello, Suzette			
		Aid in lieu	167.00	P202000358	11-000-270-503-000-000
31361	6/21/20	Cuccio, Anthony			
		Aid in Lieu	167.00	P202000382	11-000-270-503-000-000
31362	6/21/20	Colavito, Kristen			
		Aid in Lieu	167.00	P202000381	11-000-270-503-000-000
31363	6/21/20	Falotico, Marilyn & Richard			
		Aid in Lieu	167.00	P202000360	11-000-270-503-000-000
		Aid in Lieu	167.00	P202000360	11-000-270-503-000-000
Total Check Amount:			334.00		
31364	6/21/20	Czermak, Rich & Lois Ann			
		Aid in Lieu	167.00	P202000383	11-000-270-503-000-000
31365	6/21/20	Kozimor, Anamaria & Jim			
		Aid in Lieu	167.00	P202000384	11-000-270-503-000-000
31366	6/21/20	Lukacs, Crystal			
		Aid in Lieu	167.00	P202000380	11-000-270-503-000-000
		aid in lieu	167.00	P202000380	11-000-270-503-000-000
Total Check Amount:			334.00		
31367	6/21/20	Prudenti, Venita			
		Aid In Lieu	167.00	P202000377	11-000-270-503-000-000
31368	6/21/20	Nagle, Robert & Lynnette			
		Aid in Lieu	167.00	P202000386	11-000-270-503-000-000
31369	6/21/20	Severinsen, Kari			
		aid in lieu	167.00	P202000367	11-000-270-503-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
31370	6/21/20	Cioppettini, Alexis Aid in Lieu	167.00	P202000379	11-000-270-503-000-000
31371	6/21/20	Lennon, Mary Aid in Lieu	167.00	P202000385	11-000-270-503-000-000
31372	6/21/20	Adjekum, Ruth Aid in Lieu	167.00	P202000378	11-000-270-503-000-000
31373	6/21/20	Bisbing, Jaime Aid in Lieu	167.00	P202000375	11-000-270-503-000-000
		Aid in Lieu	167.00	P202000375	11-000-270-503-000-000
Total Check Amount:			<u>334.00</u>		
31374	6/21/20	Kim, Un Jin Aid in Lieu	167.00	P202000376	11-000-270-503-000-000
31375	6/21/20	LaPooh, Bryan & Meg Aid in Lieu	167.00	P202000366	11-000-270-503-000-000
31376	6/21/20	Castellanos, Rachel Aid in lieu	167.00	P202000365	11-000-270-503-000-000
31377	6/21/20	Taliano, Michael Aid in lieu	167.00	P202000357	11-000-270-503-000-000
31378	6/21/20	Bourenko, Shawnee Aid in lieu	167.00	P202000361	11-000-270-503-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
n0618	6/21/20	PAYROLL			
		FICA	9,143.21	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	8,946.46	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,245.01	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,444.00	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	27,374.66	P202000001	11-130-100-101-000-001
		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 ATS	1,315.40	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	3,471.25	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
		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
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		PT Custodial Sal MVS	264.20	P202000001	11-000-262-100-004-002
		Trans Sal Pupil Home to School	8,956.56	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,229.98	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	1,600.00	P202000001	11-000-270-162-000-000
		FICA	2,777.05	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	118.96	P202000002	11-000-291-249-000-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			174,035.55		
31379	6/23/20	Rymon, Karen			
		OT Services	1,488.25	P202000126	11-000-217-320-000-000
		OT Services	227.25	P202000126	20-250-200-300-000-000
Total Check Amount:			1,715.50		
31380	6/23/20	Home Towne Hardware, LLC			
		plumbing supplies	(11.28)	P202000094	11-000-262-610-000-000
		plumbing supplies	55.28	P202000094	11-000-262-610-000-000
		plumbing supplies	67.45	P202000094	11-000-262-610-000-000
		maintenance supplies	91.23	P202000618	11-000-262-610-000-000
		maintenance supplies	13.49	P202000618	11-000-262-610-000-000
		maintenance supplies	20.37	P202000618	11-000-262-610-000-000
		maintenance supplies	62.99	P202000618	11-000-262-610-000-000
Total Check Amount:			299.53		

<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>
31381	6/23/20	WILLOWGLEN ACADEMY INC OOD Tuition HS #2419	7,634.10	P202000151	11-000-100-566-000-000
31382	6/23/20	Abcode Security, Inc. Annual Fire Inspection ATS	85.00	P202000332	11-000-261-420-001-000
		Annual fire inspection MVS	90.00	P202000332	11-000-261-420-002-000
		Total Check Amount:	175.00		
31383	6/23/20	Cintas cleaning supplies, uniforms, etc	144.00	P202000502	11-000-262-610-000-000
		cleaning supplies, uniforms, etc	267.77	P202000502	11-000-262-610-000-000
		Total Check Amount:	411.77		
31384	6/23/20	Direct Waste Services, Inc. Waste & recycle	191.70	P202000301	11-000-262-420-000-000
31385	6/23/20	Hirt-Guido, Holly Principles & Practices of Sup	1,825.20	P202000506	11-000-291-280-000-000
31386	6/23/20	Jersey Central Power & Light Electric ATS	6.91	P202000017	11-000-262-622-000-001
		Electric ATS	951.54	P202000017	11-000-262-622-000-001
		Electric ATS	6.92	P202000017	11-000-262-622-000-001
		Electric ATS	110.40	P202000017	11-000-262-622-000-001
		Electric MVS	56.97	P202000017	11-000-262-622-000-002
		Electric MVS	5,584.94	P202000017	11-000-262-622-000-002
		Electric RH	653.20	P202000017	11-000-262-622-000-002
		Total Check Amount:	7,370.88		
31388	6/23/20	Cablevision Lightpath Inc. optimum online	3,114.35	P202000568	11-000-230-530-000-000
31389	6/23/20	Marlin Business Bank insurance fee postage meter and ink	55.10	P202000494	11-000-230-530-000-000
31390	6/23/20	Municipal Capital Corp. copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000
31391	6/23/20	New Jersey Schools Insurance Group Workers comp ins.	5,182.57	P202000009	11-000-291-260-000-000
31392	6/23/20	Times Herald Record legal ads	4.74	P202000050	11-000-230-530-000-000
31393	6/23/20	R&L DataCenters, Inc. payroll services	676.00	P202000588	11-000-230-339-000-000
31394	6/23/20	SUBURBAN PROPANE propane	112.20	P202000134	11-000-262-621-000-001
31395	6/23/20	Shaeffer, Stephanie Therapist 202006	585.00	P202000242	11-000-216-320-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
31396	6/23/20	The Spoken Path, LLC. Direct speech services #44	1,620.00	P202000186	11-000-216-320-000-000
31397	6/23/20	Yudichak, Kenneth Treatment Plant Serv	700.00	P202000082	11-000-262-300-000-000
31398	6/23/20	Zonar Systems Home base service	315.00	P202000182	11-000-270-600-000-000
31399	6/23/20	Atlantic, Tomorrows Office copiers and supplies	1,497.08	P202000222	11-190-100-500-000-000
31400	6/23/20	DELTA DENTAL Employee Dental Insurance	2,668.84	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	(31.54)	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	(426.32)	P202000069	11-000-291-270-000-000
Total Check Amount:			2,210.98		
31401	6/23/20	Eurofins QC, Inc. Treatment plant testing	151.35	P202000552	11-000-262-300-000-000
31402	6/23/20	IGS Solar Solar electrical	4,182.60	P202000071	11-000-262-622-100-001
31403	6/23/20	Integrated Therapeutics Group, LLC Tuition	9,400.00	P202000215	11-000-100-562-000-000
31404	6/23/20	JDM Group Tech services	4,216.67	P202000014	11-190-100-340-000-000
		Tech services	275.00	P202000014	11-190-100-340-000-000
Total Check Amount:			4,491.67		
31405	6/23/20	VIKING TERMITE & PEST Pest control	265.34	P202000045	11-000-262-420-000-000
		Pest control	50.94	P202000045	11-000-262-420-000-000
		Pest control	244.20	P202000045	11-000-262-420-000-000
Total Check Amount:			560.48		
31406	6/23/20	UNUM LIFE INS CO. Disability Ins	2,172.83	P202000221	11-000-291-270-000-000
31407	6/23/20	RK Environmental RTK Survey & Labeling	713.80	P202000653	11-000-262-300-000-000
31408	6/23/20	Cintas Cust serv - paper goods etc	86.31	P202000244	11-000-262-610-000-000
		Cust serv - paper goods etc	63.43	P202000244	11-000-262-610-000-000
Total Check Amount:			149.74		
31409	6/23/20	Busch Law Group, LLC Admin Legal Bill#15480	3,424.00	P202000654	11-000-230-331-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
31410	6/23/20	e2e Exchange, LLC Category two funding	1,250.00	P202000655	11-000-230-339-000-000
31411	6/23/20	Sherwin-Willaims Co. paint supplies	196.74	P202000648	11-000-262-610-000-000
		paint supplies	44.43	P202000648	11-000-262-610-000-000
		paint supplies	55.74	P202000648	11-000-262-610-000-000
		paint supplies	171.01	P202000648	11-000-262-610-000-000
		paint supplies	38.06	P202000648	11-000-262-610-000-000
		paint supplies	(788.99)	P202000648	11-000-262-610-000-000
		paint supplies	625.14	P202000648	11-000-262-610-000-000
Total Check Amount:			342.13		
31387	6/24/20	Centenary University Interns at Centenay spring	10,500.00	P202000657	11-190-100-320-000-000
31412	6/24/20	Peck, Allison, P.T. PT Services	2,752.00	P202000532	11-000-217-320-000-000
31413	6/25/20	Lowes drop ceiling 2nd fl restrooms	879.46	P202000658	60-990-320-610-100-000
31414	6/25/20	Hunterdon Medical Center Neurodevelopmental evaluation	927.00	P202000276	11-000-219-320-000-000
		neuro eval	927.00	P202000326	11-000-219-320-000-000
Total Check Amount:			1,854.00		
31415	6/25/20	The Spoken Path, LLC. Direct speech services	1,020.00	P202000186	11-000-216-320-000-000
31416	6/25/20	ACCSES-NJ 1000 facemasks	990.00	P202000614	11-000-262-610-000-000
31417	6/25/20	Horizon BCBSNJ Health Omnia	37,549.50	P202000004	11-000-291-270-000-000
		Health Cobra	1,512.89	P202000004	11-000-291-270-000-000
		Heath POS	38,576.44	P202000004	11-000-291-270-000-000
Total Check Amount:			77,638.83		
31418	6/25/20	Integrated Therapeutics Group, LLC	**VOIDED**	Check voided on 6/30/2020	
31419	6/26/20	Coyne Enterprises, Inc. refund jazz tickets	162.00	P202000659	60-990-320-337-000-000
31420	6/26/20	Computer Images Web, LLC updates to website RH donate button	80.00	P202000660	60-990-320-340-000-000
31421	6/26/20	Rutherford Hall Foundation To remit funds received on behalf of RHF	13,127.00	60 - 421	ACCTS PAYABLE
31422	6/26/20	WARREN CO SPEC SVCS SC D 19-20 Trans routing & management	20,000.00	P202000183	11-000-270-518-000-000

<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>
N0615	6/26/20	Rutherford Hall Educational usage of RH by school	25,000.00	P202000661	11-190-100-500-000-000
N0613	6/29/20	PAYROLL			
		Grades 3-5 Teacher Sals	(336.80)	P202000001	11-120-100-101-000-001
		Resource Center Sal ATS	(3,946.20)	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	(8,100.00)	P202000001	11-213-100-101-000-002
		RC Aide ATS	(2,422.25)	P202000001	11-213-100-106-000-001
		RC Aides MVS	8,100.00	P202000001	11-213-100-106-000-002
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		Personal Services - Salaries	4,283.00	P202000001	20-231-100-100-000-000
Total Check Amount:			0.00		
N0616	6/29/20	ALLAMUCHY CAFETERIA ACCT			
		State Aid	933.16	10 - 411	I/G A/P - STATE
		Federal Aid	16,342.47	10 - 412	I/G A/P-FEDERAL
Total Check Amount:			17,275.63		
31423	6/30/20	Mikaliunas, Sarah Psycillogical Basis of Learning Disb	1,825.20	P202000505	11-000-291-280-000-000
31425	6/30/20	Amazon Capital Services			
		general supplies	22.97	P202000587	11-190-100-610-000-000
		general supplies	60.76	P202000587	11-190-100-610-000-000
		Maintenance supplies	32.98	P202000587	11-000-261-610-000-000
Total Check Amount:			116.71		
31426	6/30/20	WARREN CO SPEC SVCS SC D Spec Ed transportation 19-20	7,747.98	P202000011	11-000-270-518-000-000
31427	6/30/20	SSP Architectural Group LRFP update MEP review	2,580.00	P202000663	12-000-400-710-000-000
31428	6/30/20	Depaola, Francis reimb medical	90.00	P202000652	11-000-270-890-000-000
31429	6/30/20	United Site Services Temp restrooms	254.54	P202000164	11-000-261-420-001-000
31430	6/30/20	University of Oregon DIBELS 8th Edition	126.00	P202000651	11-190-100-610-000-000
31431	6/30/20	Arthur J. Gallagher Risk Management Services, I Board Secretary Bond	532.00	P202000639	11-000-230-590-000-000
N0619	6/30/20	WEX Bank Fuel for buses	318.87	P202000296	11-000-270-600-000-000
N0621	6/30/20	NJ HEALTH BEN FUND Health Benefits for retiree	324.60	P202000081	11-000-291-270-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
N0622	6/30/20	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
N0623	6/30/20	Transfirst CC processing charges	214.32	P202000189	60-990-320-891-100-000
N0624	6/30/20	Tix, Inc CC processing charges	58.50	P202000188	60-990-320-892-200-000
N0625	6/30/20	Heartland Payment Systems	30.00	P202000597	60-990-320-892-200-000
N0630	6/30/20	PAYROLL			
		STATE A/R	958.39	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	191.21	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	382.38	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	382.38	P202000001	11-120-100-101-000-002
		Grades 6-8 Teacher Sals	955.96	P202000001	11-130-100-101-000-001
		Co-Curric Salary	550.00	P202000001	11-401-100-100-000-000
		Speech Sal ATS	700.00	P202000001	11-000-216-100-000-001
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		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	835.98	P202000001	11-000-240-105-000-001
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	1,583.33	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custidial Sal ATS	1,709.20	P202000001	11-000-262-100-004-001
		PT Custidial Sal MVS	1,617.07	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	213.92	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal - Pupil Other	640.00	P202000001	11-000-270-162-000-000
		PERS FICA	42.64	P202000002	11-000-291-220-000-000
		PERS FICA	1,399.28	P202000002	11-000-291-220-000-000
		DCRP Employer Contribution	77.78	P202000002	11-000-291-249-000-000
		Employee Benefits	8.04	P202000001	11-000-291-290-000-000
		Employee Benefits	19.19	P202000001	11-000-291-290-000-000
		Salaries-Office&Cler Non-Grant	452.67	P202000001	60-990-320-182-200-000
Total Check Amount:			34,411.90		

The Grand Total of all Checks from Fund 10 is:	37,478.83
The Grand Total of all Checks from Fund 11 is:	1,000,780.99
The Grand Total of all Checks from Fund 12 is:	13,892.50
The Grand Total of all Checks from Fund 20 is:	17,658.25
The Grand Total of all Checks from Fund 60 is:	16,090.00

The Grand total of all checks for this period is: 1,085,900.57

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds
From 6/1/2020 to 6/30/2020

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
06/11/20	20200611	10-102	Cash on Hand	670.00	Hall, Chris & Danielle	tuition
	20200611	10-102	Cash on Hand	7,590.00	Educational Polish Corp.	2019-20 school year usage (23 days @ 330
	20200611	160-1710-204-000	Rent a Plot at RH	35.00	Broadstep Academy New Jersey	Community garden
			The total of Deposit Number 20200611 is:	8,295.00		
06/15/20	20200615	11-000-100-562-000-000	Tuition LEA Sp Ed	9,709.00	Mount Olive Board of Education	refund of overpayment
06/17/20	20200617	10-102	Cash on Hand	16,500.00	Hackettstown Board of Education	transportation
	20200617	11-000-291-270-000-000	Employee Health Ben	103.76	WageWorks	reimb
			The total of Deposit Number 20200617 is:	16,603.76		
06/19/20	20200619	10-102	Cash on Hand	800.00	Cefaloni, Cathy	tuition
	20200619	11-000-240-105-000-001	School Secty Salary A	1,628.57	UNUM LIFE INS CO	T.Kay 4/6-4/24 reimb
	20200619	11-000-240-105-000-001	School Secty Salary A	3,514.29	UNUM LIFE INS CO	T.Kay 2/25-4/5 reimb
			The total of Deposit Number 20200619 is:	5,942.86		
06/24/20	20200624	10-121	TAX LEVY RECVBL	756,256.00	Township of Allamuchy	June tax levy
06/26/20	20200698	60-1711-000-000	Admissions - School F	25,000.00	ALLAMUCHY BOARD OF EDUCATION	for ATSD educational usage
06/30/20	20200691	160-1710-103-101	Jazz Concert Admissio	(432.00)	Broadstep Academy New Jersey	refunds
	20200691	160-1710-207-000	Learning in the Lands	35.00	Broadstep Academy New Jersey	community garden
			The total of Deposit Number 20200691 is:	(397.00)		
06/30/20	20200692	60-1710-213-001	Outdoor Camp - Survi	3,780.00	Broadstep Academy New Jersey	tix - June
	20200692	60-1710-203-100	Harry Potter Summer C	2,275.00	Broadstep Academy New Jersey	tix - June
	20200692	60-1710-203-101	Harry Potter Summer C	525.00	Broadstep Academy New Jersey	tix - June
	20200692	60-1710-208-100	Art Camp - School Year	630.00	Broadstep Academy New Jersey	tix - June
	20200692	60-1990-100-000	TIX Service Fees	96.00	Broadstep Academy New Jersey	tix - June
			The total of Deposit Number 20200692 is:	7,306.00		
06/30/20	20200693	10-1510-000-000	Interest From Investm	23.05	Broadstep Academy New Jersey	General acct interest
	20200693	10-1510-000-000	Interest From Investm	7.10	Broadstep Academy New Jersey	other acct interest
	20200693	10-1510-000-000	Interest From Investm	0.13	Broadstep Academy New Jersey	other acct interest
			The total of Deposit Number 20200693 is:	30.28		
06/30/20	20200694	10-102	Cash on Hand	100.00	Ricci, Michelle	tuition
	20200694	10-102	Cash on Hand	100.00	Ricci, Michelle	tuition
	20200694	10-153	OTHER ACC RECBL	6,732.08	Broadstep Academy New Jersey	EE health contribs - 6/15
	20200694	10-153	OTHER ACC RECBL	6,078.08	Broadstep Academy New Jersey	EE health contribs - 6/18
	20200694	10-153	OTHER ACC RECBL	654.00	Broadstep Academy New Jersey	EE health contribs - 6/30
	20200694	60-990-320-184-100-000	Salaries - Summer Car	1,586.34	Broadstep Academy New Jersey	reverse summer '19 overpay
			The total of Deposit Number 20200694 is:	15,250.50		
06/30/20	20200695	10-141	STATE A/R	10,101.60	STATE OF NJ	TPAF FICA
	20200695	10-141	STATE A/R	10,101.60	STATE OF NJ	TPAF FICA
	20200695	20-141	STATE A/R	1,478.00	STATE OF NJ	Title I reimb
	20200695	20-141	STATE A/R	7,393.00	STATE OF NJ	Title I reimb
			The total of Deposit Number 20200695 is:	29,074.20		
06/30/20	20200696	60-1710-213-001	Outdoor Camp - Survi	700.00	Broadstep Academy New Jersey	CC Sales - June
	20200696	60-1710-203-100	Harry Potter Summer C	175.00	Broadstep Academy New Jersey	CC Sales - June
	20200696	60-1920-000-000	Private Contribs & Do	1.00	Broadstep Academy New Jersey	misc - JT
			The total of Deposit Number 20200696 is:	876.00		

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds
 From 6/1/2020 to 6/30/2020

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
06/30/20	2020069960-1710-202-000		Hunger Games Summ	(175.00)	Broadstep Academy New Jerse	fund
	2020069960-1710-203-100		Harry Potter Summer	(280.00)	Broadstep Academy New Jerse	fund
	2020069960-1710-211-000		Classic Sports & Gam	(190.00)	Broadstep Academy New Jerse	fund
			The total of Deposit Number 20200699 is:	(645.00)		
			Total Cash Receipts on 6/30/2020:	51,494.98		

The Total of Cash Receipts to Fund 10 is: 830,669.26

The Total of Cash Receipts to Fund 20 is: 8,871.00

The Total of Cash Receipts to Fund 60 is: 33,761.34

Total of All Cash Receipts during this period: 873,301.60

**PROFESSIONAL DEVELOPMENT SCHOOL CLINICAL
SITE AFFILIATION AGREEMENT**

APPENDIX 6

between

CENTENARY UNIVERSITY

And

ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

THIS AGREEMENT made this 17 day of August, 2020 by and between CENTENARY

UNIVERSITY, an educational institution having its place of business at 400 Jefferson Street Hackettstown New Jersey 07840, referred to as the “UNIVERSITY”, and Allamuchy Township School District, a public school in New Jersey, having its place of business at 20 Johnsonburg, PO Box J, Allamuchy, NJ 07820, hereinafter referred to as the “AGENCY”.

It being the intent of the University and the Agency to cooperate for the education of teachers, it is agreed as follows:

1. **The University will provide staffing to assist and deliver professional development in consultation with the school district.**
2. The University will assume full responsibility for planning and execution of the educational program in education, including programming, administration, curriculum content, faculty appointments, faculty administration, and the requirements for matriculation, promotion and graduation.
3. The University will provide instructors for teaching and supervision of students assigned to the Agency for clinical experience, depending on the course assignment. All faculty, instructors and supervisors provided are employees of the University.
4. The University will have responsibility for planning the schedule of student experiences and for making individual assignments. The University will notify the Agency in advance of its planned schedule of student assignments to clinical areas including the dates, number of students and instructors and type of experience. This schedule shall require approval by the Agency.
5. The University will withdraw any student from the clinical area when the student is unacceptable to the University or the Agency for reasons of health, unacceptable practices or performance.
6. The University will keep all records and reports on students’ clinical experience.
7. The University will provide orientation for the Agency staff regarding the educational program.
8. The University shall direct students and instructors to comply with the rules and regulations of the Agency, of which the Agency has advised the University in writing, insofar as they may pertain to

the activities of both while in the Agency and shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”).

9. The University shall direct students and instructors to respect the confidential nature of all medical or personnel information relating to the Agency. The University shall advise all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable.

10. The University shall ensure that students and faculty have professional malpractice insurance in effect.

11. The University shall ensure that students have had a health clearance prior to the start of the educational experience. The students have an ongoing obligation to update the health clearance form if there is a change in his/her medical condition.

12. The Agency will make available the clinical areas for student experience.

13. The Agency will make available to CENTENARY the facilities for clinical instruction, conferences, and locker facilities necessary for the conduct of the clinical educational program.

14. The Agency will provide orientation to participating students and University faculty relative to its facilities, and its rules, regulations and procedures if reasonable and feasible.

15. It is understood that no party to this MOU is the agent of the other, and no party is liable for or obligated to defend and indemnify the wrongful acts or negligence of the other. Each party shall be responsible for its own negligent acts or omissions and those of its officers, employees, agents, or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.

University agrees to and shall defend, indemnify and hold the Agency, its officers, agents, employees, members and representatives harmless from any and all charges, damages, losses, fines and claims of any nature that are in any way related to the Universities performance of its obligations related to this Agreement. The University hereby waives all claims and releases the Agency, its officers, agents, employees, members and representatives from any and all claims and causes of action that the University has or may have that are in any way attributable to the acts or omissions of the University, its agents, officers, employees, volunteers, officials, representatives, participants, participants’ families/guests, spectators, vendors, contractors, subcontractors, licensees, invitees and assigns. In the

event that any such claim or action is brought or filed by a third-party against the Agency, its agents, employees, members or representatives, the University shall defend, indemnify the Agency against such claims and/or actions, including but not limited to any and all legal costs, damages, and judgments incurred and/or judgments entered. The University's agreement to defend, hold harmless and/or indemnify the Agency extends to any claims related to the infection, transmission, contraction of any illness of any kind, including but not limited to pandemics, such as COVID-19.

16. The Agency will retain full responsibility for the care of clients and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the Agency and/or the direct or indirect care of clients.

17. Vendor and its contractors, employees and agents shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 ("Buckley Amendment") with respect to personally identifiable student education records, the Gramm-Leach-Bliley Act with respect to student financial information, Health Insurance Portability and Accountability Act of 1996 (HIPAA) with respect to medical records and applicable provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 relating to Equal Employment Opportunity, section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended and section 503 of the Rehabilitation Act of 1973. Vendor and its contractors, employees and agents shall obtain and maintain in full force and effect, all necessary permits, licenses and authorizations required by governmental and quasi-governmental agencies. Vendor shall advise CENTENARY of all permits and licenses required to be obtained in CENTENARY's own name for the services to be provided herein, and shall cooperate with CENTENARY in obtaining same.

18. Each party agrees to cooperate with each other in connection with any internal investigations by CENTENARY or Agency of possible violation of their respective policies and procedures and any third-party litigation, except that CENTENARY shall not be required to have any contact with any Union or Union representatives of Agency's employees or subcontractors or participate in any Union grievance or other proceedings relative to Agency's employees or subcontractors except as a fact witness.

19. This initial period of this Agreement covers the period September 1 through

August 31 and shall be deemed automatically renewed on an annual basis thereafter upon the same terms and conditions unless terminated by any party hereto upon at least sixty (60) days written

notice prior to the annual renewal date. In the event of termination, students enrolled shall not be prejudiced with respect to completion of their clinical clerkship.

CENTENARY UNIVERSITY

By:_____

**Denton Stargel
Chief Financial Officer**

By:_____

**Amy D’Olivo, Ph.D.
Vice President for Academic
Affairs**

Date:_____

ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

By:_____

**Joseph E. Flynn
Superintendent of Schools**

By:_____

**Lisa Strutin
Board President**

Date:_____

MOU – Clinical Teacher Residency Pilot

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

Purpose. The purpose of this Memorandum of Understanding (MOU) is to articulate the goals and responsibilities for renewal and reform, and to specify each party’s responsibilities associated with developing a partnership to implement a Teacher Residency Program (the “Program”). EPP, in consultation with the District, will place its eligible students in the District to serve as clinical interns.

Requirements. EPP agrees and represents that all clinical interns will satisfy all requirements of New Jersey law, Federal law and Title 18A prior to the start of their clinical internship. This shall include, but not be limited to, undergoing a criminal background check.

Liabilities. It is understood that no party to this MOU is the agent of the other, and no party is liable for or obligated to defend and indemnify the wrongful acts or negligence of the other. Each party shall be responsible for its own negligent acts or omissions and those of its officers, employees, agents, or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.

EPP agrees to and shall defend, indemnify and hold the District, its officers, agents, employees, members and representatives harmless from any and all charges, damages, losses, fines and claims of any nature that are in any way related to EPPs performance of its obligations related to this Agreement. The EPP hereby waives all claims and releases the Board, its officers, agents, employees, members and representatives from any and all claims and causes of action that the EPP has or may have that are in any way attributable to the acts or omissions of the EPP, its agents, officers, employees, volunteers, officials, representatives, participants, participants’ families/guests, spectators, vendors, contractors, subcontractors, licensees, invitees and assigns. In the event that any such claim or action is brought or filed by a third-party against the District, its agents, employees, members or representatives, the EPP shall defend, indemnify the Board against such claims and/or actions, including but not limited to any and all legal costs, damages, and judgments incurred and/or judgments entered. The EPPs agreement to defend, hold harmless and/or indemnify the Board extends to any claims related to the infection, transmission, contraction of any illness of any kind, including but not limited to pandemics, such as COVID-19.

A. *COLLABORATIVE GOALS*

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

- Creates a shared space across the P-20 partners to bring the strengths and expertise of both the school district and teacher preparation program to the work of developing strong, effective novice teachers
- Builds structures to support equitable access to the high quality residency program, and focuses on diversity and inclusion

- Recruits and prepares teacher candidates in prioritized certification areas to meet district hiring needs
- Aligns program focus and resources with school improvement strategies, including by embedding university strengths and expertise inside P-12 schools
- Includes funding for candidate stipends or tuition assistance, and a long-term plan for strategic resource reallocation to sustainably fund the year-long residency program
- Develops processes and data sharing agreements to support continuous improvement efforts and a long-term learning agenda

B. *SHARED RESPONSIBILITIES*

- 1) Form a steering committee to jointly develop, monitor, and revise the residency program model and structures as needed on an ongoing basis
 - a. Comprised of key leaders, collective bargaining units, and other stakeholders from both the District and EPP
 - b. Meet regularly (at least bi-annually) on shared agenda items, including review of program data to inform learning
 - c. Develop shared program processes and responsibilities including processes for selecting mentor teachers and residents
- 2) Establish regular communications processes and expectations to ensure information and feedback is shared on an ongoing basis
- 3) Create a long-term strategic plan to grow and sustain the residency program
 - a. Commit to developing a sustainable funding model for year-long residency programs
 - b. Align program structures and resources with existing school- and district-level instructional needs
 - c. Draw on partner strengths to maximize impact and efficiencies
 - d. Prioritize residency for high-need certification areas while planning for longer-term shift for residency partnership across program areas
- 4) Create a learning plan to inform ongoing program improvement efforts
 - a. Identify shared input and outcome measures
 - b. Execute data sharing agreements

C. *TEACHER PREPARATION PROGRAM'S RESPONSIBILITIES*

- 1) Review and revise as needed the structure, scope and sequence of teacher preparation program course work and staffing to align clinical experiences during residency placements
 - a. Ensure field experiences provide authentic learning opportunities for candidates and meet student learning needs inside schools
 - b. Align residency placements with the District calendar
 - c. Assign a full time faculty member to the district whose duties may include: ongoing support and supervision of residents, delivering embedded coursework, supporting mentor teachers, supporting professional development
 - d. Review curricular scope and sequence to ensure teacher candidates have requisite skills and knowledge prior to beginning their residency placement, and have aligned coursework supportive of their placements throughout the residency year, and revisit on a regular basis
- 2) Commit to redirecting and/or realigning existing resources to support candidates during their residency placements
 - a. Explore tuition discount possibilities based on projected cohort/class sizes.

- b. Analyze current student aid & scholarship patterns, based upon agreed total paid by District Annually, and to consider directing additional aid to students during their full-time residency placements
 - c. Analyze potential cost savings to the institution by embedding coursework inside district schools
- 3) Commit to redirecting and/or realigning existing resources to support teacher development and school improvement needs within partner districts including by:
 - a. Reviewing field office structures and staff roles to assess the feasibility of reorganization/restructuring to provide more direct services inside districts and schools
 - b. Provide opportunities for classroom teachers to participate in resident coursework to support professional development goals
 - c. Align student and faculty research with school and district learning and improvement priorities
 - d. Provide reduced tuition to mentors or other district teachers to enroll in leadership development programs and other graduate level programming
- 4) Ensure internal policies align with the responsibilities of faculty supporting full-time residents, including policies for assigning load
- 5) Develop program agreements with residency sites and mentor teachers to clarify particular roles and responsibilities for all relevant program stakeholders

D. SCHOOL DISTRICT RESPONSIBILITIES

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

For Centenary University:

Name	Title	Date
-------------	--------------	-------------

For Allamuchy Township School District:

Joseph E. Flynn	Superintendent	8/17/2020
-----------------	----------------	-----------

Name	Title	Date
-------------	--------------	-------------

PROFESSIONAL SERVICES AGREEMENT
between
CENTENARY UNIVERSITY
And
ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

APPENDIX 8

THIS AGREEMENT made this 17 day of August, 2020 by and between CENTENARY UNIVERSITY, an educational institution having its place of business at 400 Jefferson Street Hackettstown New Jersey 07840, referred to as the “UNIVERSITY”, and Allamuchy Township School District, a public school in New Jersey, having its place of business at 20 Johnsonburg, PO Box J, Allamuchy, NJ 07820, hereinafter referred to as the “AGENCY”.

It being the intent of the University and the Agency to enter into an agreement, the University will provide consulting to the agency for Media Specialist Services, and the individual providing the services will perform the services as follows:

1. The parties recognize and understand that the School Library Media Specialist will satisfy the job requirements and expectations as set forth in the attached Job Description.
2. The University will have the consultant meet the following qualifications:
 - Hold a NJ state School Library Media Specialist certification
3. The University, in consultation with the Agency, will have the consultant be responsible for duties which include, but are not limited to, the following:
 - Consultation with the teacher assigned to the Media Center and assist that individual with consultation with teachers as they plan instruction to ensure the incorporation of appropriate library, media and technology materials into daily teaching, promote effective uses of technology for learning and teaching.
 - Collaborate with teachers and staff to develop curricular content that integrates library media and technology skills.
 - Collaborate on professional development activities.
 - Meet with the administrative team bi annually to review the library media program and to determine the school’s information and instructional needs.
4. The University will keep all records and reports related to the services provided.
5. The University shall direct all consultants to comply with the rules and regulations of the Agency, of which the Agency has advised the University in writing, insofar as they may pertain to the activities of both while in the Agency and shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”) and be required to undergo a background check and/or show proof that

they have recently undergone a background check, consistent with Title 18A of the NJ Administrative Code, prior to working with the Agency.

6. The University shall direct all consultants to respect the confidential nature of all medical and/or personnel information relating to the Agency. The University shall advise all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable.
7. The University shall ensure that faculty have professional malpractice insurance in effect.
8. The Agency will make available to CENTENARY the facilities necessary to provide the Media Specialist Services.
9. Each party shall be responsible for its own negligent acts or omissions and those of its officers, employees, agents, or students (if applicable), howsoever caused, to the extent allowed by their respective state laws. University agrees to and shall defend, indemnify and hold the Agency, its officers, agents, employees, members and representatives harmless from any and all charges, damages, losses, fines and claims of any nature that are in any way related to the Universities performance of its obligations related to this Agreement. The University hereby waives all claims and releases the Agency, its officers, agents, employees, members and representatives from any and all claims and causes of action that the University has or may have that are in any way attributable to the acts or omissions of the University, its agents, officers, employees, volunteers, officials, representatives, participants, participants' families/guests, spectators, vendors, contractors, subcontractors, licensees, invitees and assigns. In the event that any such claim or action is brought or filed by a third-party against the Agency, its agents, employees, members or representatives, the University shall defend, indemnify the Agency against such claims and/or actions, including but not limited to any and all legal costs, damages, and judgments incurred and/or judgments entered. The University's agreement to defend, hold harmless and/or indemnify the Agency extends to any claims related to the infection, transmission, contraction of any illness of any kind, including but not limited to pandemics, such as COVID-19.
10. The University and its contractors, employees and agents shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 ("Buckley Amendment") with respect to personally identifiable student education records, the Gramm-Leach-Bliley Act with respect to student financial information, Health Insurance

Portability and Accountability Act of 1996 (HIPAA) with respect to medical records and applicable provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 relating to Equal Employment Opportunity, section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended and section 503 of the Rehabilitation Act of 1973.

11. Each party agrees to cooperate with each other in connection with any internal investigations by the University or Agency of possible violation of their respective policies and procedures and any third-party litigation, except that the University shall not be required to have any contact with any Union or Union representatives of Agency's employees or subcontractors or participate in any Union grievance or other proceedings relative to Agency's employees or subcontractors except as a fact witness.
12. The University agrees to provide the services to the Agency at a rate of \$8,000 (Eight Thousand per year) for 10 months with a maximum of fifteen (15) hours per month. Should additional hours be required, they will need to be approved by the agency.
13. The agency agrees to make the monthly payment to the University on the 1st of each month.
14. This initial period of this Agreement covers the period September 1, 2020 through June 30, 2021 and shall be deemed automatically renewed on an annual basis thereafter upon the same terms and conditions unless terminated by any party hereto upon at least sixty (60) days written notice prior to the annual renewal date. In the event of termination, students enrolled shall not be prejudiced with respect to completion of their clinical clerkship.

CENTENARY UNIVERSITY

By: _____

Denton Stargell
Chief Financial Officer

By: _____

Amy D'Olivo, Ph.D.
Vice President for Academic Affairs

Date: _____

ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

By: _____

Joseph E. Flynn
Superintendent of Schools

By: _____

Lisa Strutin
Board President

Date: _____

**Allamuchy Township School District
RECOMMENDATION FOR HIRING**

Name: Barbara Daniels

Position: LDTC

Address: N/A

Phone: N/A

1. **Reason for Opening:** Vacancy

Certification(s) Held:

2. **Colleges/Universities Attended:**

Name: Graduation:

Degree:

3. **Previous Experience used for Salary Guide Placement:**

District: Position:

Dates:

Military: N/A

Dates: N/A

4. **Total Years Credited for Salary Guide Placement:** Contracted (Agency)

5. **Step on Guide (*includes military experience*):** Contracted (Agency)

Date of Interview: 7/28/20

Reference Checks: N/A

Date of Appointment by Board: 8/17/20

Status: ☐ Full Time ☒ Part Time

Certificate (Check One): ☒ Permanent

☐ Provisional

Step Placement: Contracted (Agency)

Starting Salary: Contracted (Agency)

Effective Date: 8/31/20

MEMORANDUM OF AGREEMENT BETWEEN WARREN COUNTY SPECIAL SERVICES SCHOOL DISTRICT AND ALLAMUCHY SCHOOL DISTRICT

Warren County Special Services School District will provide Related Services under the following terms:
Agreement effective: September 1, 2020 - June 30, 2021

Service	Rate
Occupational, and/or Speech Therapy	\$90.00/hour
Physical Therapy	\$93.50/hour
Educational Support Services (LDTTC)	\$97.50/hour
Psychologist Services	\$97.50/hour
Evaluations*	\$450.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$97.50/hour (3 hours/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$97.50/hour
Behavioral Support Services as provided by a Behaviorist	\$97.50/hour
Reading Specialist	\$85.00/hour
Home Instruction	\$71.00/hour
Social Work Services	\$76.00/hour
*Paraprofessional Services	\$30.00/hour
Teacher of the Deaf Services	\$143.00/hour
Teacher of Students with Disabilities	\$58.00/hour
Nurse Services	\$58.00/hour

The School District will be billed for Therapist scheduled time within the School District. The School District is billed for one fifteen-minute break (.25) for every four hours worked, not to exceed (.5) per day. A minimum charge for services at a single location will be .5 hours more than the treatment time. The minimum charge will be no less than 1 hour at a single location for a single student. School districts are liable for payment of time scheduled, whether or not therapist services are performed, unless failure to perform such services shall result from cancellation of school or on account of therapist's absence. The school district will provide equipment and supplies necessary to the provision of services rendered as determined by therapist.

Billing will be submitted on a bi-monthly basis based on hours and dates worked within the district, as based on the service at a rate per hour listed above.

NOTE: This contract may be terminated by either party giving to the other sixty (60) days' notice.

PLEASE CONVEY THIS AGREEMENT TO THE APPROPRIATE PARTY FOR SIGNATURE AND RETURN ONE (1) COPY TO MY ATTENTION.

PLEASE PRINT - AUTHORIZED AGENT

Stephanie O'Keefe

W.C.S.S.D. - AUTHORIZED AGENT

SIGNATURE AND TITLE

SIGNATURE AND TITLE

DATE

DATE

**Shared Services Agreement
between
The Allamuchy Board of Education
and
The Warren County Special Services School District**

Parties: Warren County Special Services School District (WCSSSD) is entering into an agreement with Allamuchy Township School District (“District”) to provide Transportation Management Services, with an end goal of providing efficient Transportation Services for the Allamuchy Township School and School Districts to which Allamuchy provides Joint Transportation Services.

Purpose: The purpose of this Agreement is to create a safe, effective and efficient transportation department for the Allamuchy Township School District.

A. COLLABORATIVE GOALS

Working collaboratively, provide an environment allowing for effective communication between WCSSSD and the District to allow for the safe transportation of the students under the care of the District:

- WCSSSD will ensure all drivers are trained properly to meet all regulations and laws associated with maintaining a Commercial Driver’s License for an individual.
- WCSSSD will develop and implement all routes in collaboration with Allamuchy and vendors for districts Allamuchy provides Joint Transportation.
- WCSSSD will participate in the recruiting and preparation of bus driver candidates to meet District hiring needs.
- WCSSSD will coordinate all required maintenance for the fleet.
- WCSSSD will develop processes and data sharing agreements to support continuous improvement of transportation efforts.

B. SHARED RESPONSIBILITIES

- 1) The District will identify a representative to coordinate with WCSSSD to jointly develop, monitor, and revise the Transportation Department structures as needed on an ongoing basis.
- 2) Establish regular communications processes and expectations to ensure information and feedback is shared on an ongoing basis to include but not limited to;
 - a) The District will provide an email address dedicated to Transportation, allowing WCSSSD access to monitor community correspondence.

- b) A District phone extension dedicated to Transportation, allowing WCSSSD access to monitor community correspondence.
 - c) WCSSSD will provide, on a timely basis, data required for the District to update internal and external systems (i.e. RealTime) for student profiles and annual communications to students and their families of assigned routes.
 - d) WCSSSD will handle daily and ad-hoc communications with the community and the drivers, in consultation with the District point of contact as needed.
- 3) Create a long-term strategic plan to grow and sustain the Transportation Department.
- 4) Create a Transportation training plan to inform ongoing Transportation improvement efforts
- a) Identify shared input and outcome measures
 - b) Execute data sharing agreements
 - c) Allamuchy will provide access to vehicles as needed, a 54 passenger vehicle will be parked out at WCSSSD offices, 682 Oxford Road, Oxford NJ.
 - d) WCSSSD will serve as a secondary access for sub drivers and will bill Allamuchy for substitutes used monthly.
- 5) WCSSSD will provide all Transportation Management services to include but not limited to managing training and documentation of same, manage the service of the vehicles, manage the routing for the district, (high school, elementary and joint agreements) for a monthly fee of \$1,600.00 (\$19,200.00 annually)
- a) Of the annual fee, 50% shall represent the route and resource planning work largely performed in the summer prior to school starting
- 6) This Agreement does not establish any new employer/employee relationships.
- 7) The parties agree that there will be no assignment of their respective rights or obligations under this Agreement, unless agreed to in writing by both parties and with proper official public action.
- 8) This Agreement represents the entire agreement between the parties and may not be modified except by further written agreement between the parties.
- 9) If any part of this Agreement shall be held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect to the extent consistent with law and its stated purposes.
- 10) This agreement shall be effective on July 1, 2020 and shall terminate on June 30, 2021.
- 11) Either party may terminate this Agreement upon 30 days' written notice to the other party.

For Warren County Special Services:

Name

Title

Date

For Allamuchy Township School District:

Name

Title

Date

DRAFT



Greater Morristown YMCA

APPENDIX 12

For Youth Development
For Healthy Living
For Social Responsibility

August 10, 2020

Dr. Joseph Flynn
Superintendent of Schools
Allamuchy Township School District
20 Johnsonburg Road
Allamuchy, New Jersey 07820

Dear Dr. Flynn:

The Greater Morristown YMCA has been honored to provide a preschool program for the Allamuchy School District over the past eleven years. Our collaboration has been unique and successful up until the last few years when attendance began to diminish. It's with deep regrets that we inform you that we are unable to continue the program due to the substantial financial impact the unforeseen pandemic has rendered our YMCA.

This letter serves as a letter of immediate termination. However, we will supply the Allamuchy Pre-school Program with whatever is needed in an effort to ensure a smooth transition.

Sincerely,

Carol Armour

CEO, Greater Morristown YMCA



Allamuchy Township School District Reopening Plan July 2020

CDC Guidelines

Please visit <https://www.cdc.gov/coronavirus/2019-ncov/> for the latest up-to-date information.

State and Local Guidelines

The NJ Department of Education released “The Road Back” on June 26, 2020 which outlines all the NJ Department of Education guidelines and recommendations for the reopening of our schools. The document in its entirety can be found at <https://www.nj.gov/education/reopening>.

Allamuchy Township School District Guidelines

The Allamuchy Township School District will:

- Continue to maintain communication with authorities on both the local and state levels. The superintendent will keep the New Jersey State Police Liaison, Mayor and Council. The Warren County Department of Education, The Warren County Health Department and the Warren County Office of Emergency Management apprised of all incidents and outbreaks as they occur.
- Provide accommodations for staff and students who are at higher risk for severe illness once medical documentation is obtained.
 - Accommodations can include but are not limited to:
 - Telework
 - Virtual Instruction
 - Additional protective equipment
- Follow CDC’s Guidance for Schools and Childcare Programs
 - Promote behaviors that reduce spread by:
 - Requesting staff and students stay home when ill
 - Maintain and provide proper hand hygiene and respiratory care
 - Require both students, staff and visitors to wear face coverings at all times
 - Provided appropriate signage in our facilities to provide guidance to maintain social distancing.

Allamuchy Township School District's Re-Opening Committee

Includes:

- All the individual schools re-opening task forces
- Community Relations Committee - comprised of parents, community members, police department staff, Board of Education members, and Allamuchy Township staff members
- The Allamuchy Township Board of Education

Meetings with stakeholders have taken place every week beginning the week of June 30th 2020 which resulted in the following Reopening Plan for Allamuchy Township School District.

Overall Goal

To keep our Allamuchy Township School District Family safe and healthy while providing the continuity of learning and social emotional support of our students and staff.

Reopening Committee

Joseph Flynn, Superintendent	Clare Saalfeld, ATS Teacher
Jennifer Gallegly, ATS Principal	Vicki Patterson, ATS Teacher – Parent
Melissa Sabol, MVS Principal-CST Director	Christine Rodriquez, Specials Teacher
Jim Schlessinger, Business Administrator	Fran Muhlenbruch, MVS Teacher
Julie Profito, Guidance Counselor	Robin Samiljan, MVS Teacher
Craig Green, Board of Education Member	Michelle Ricci, ATS Teacher
Venita Purdenti, Board of Education Member	Esin Ozcan, Parent
Jodi DeCostanza, School Nurse	Joe Yankowski – Parent
Scott Brady, School Nurse	Renee Feldman, Parent
Brenda DeNure, YMCA	Kara Fragale, Parent
Rosemary Tuohy, Councilwoman	Narene Beachem, Parent
Bill Lamia, YMCA	Claudine McGovern, Parent
Kim Bolling, YMCA	Chris Madia, School Resource Trooper
Pete DeMary, B&G Supervisor	Ann Longyhorne, Bus Driver
Mike Brown, Maintenance	

Pandemic Team

Joseph Flynn, Superintendent
Jennifer Gallegly, ATS Principal
Melissa Sabol, MVS Principal-CST Director
Jim Schlessinger, Business Administrator
Craig Green, Board of Education Member
Jodi DeCostanza, School Nurse
Scott Brady, School Nurse

Health and Safety

● General Health and Safety Guidelines

- All persons (staff and students) in the building are required to wear a face covering.
- All persons entering the building will have a temperature check and complete a daily health screening.
- No guests or meetings in the building during the school day. All meetings will be virtual.
- All field trips are suspended until further notice.
- Signage to remind people to maintain social distancing will be posted where appropriate.
- Monitored restroom entry for students.
- Respectful isolation of anyone who is symptomatic or has a temperature of 100.4 or higher
- Students will be asked to wash their hands for at least 20 second intervals according to CDC guidelines.

● Classrooms, Testing & Therapy Rooms

- Daily instructional schedule will accommodate a reduced student population for in person instruction. The remainder of students not in the building will take part in classes remotely.
- While in classrooms all students and staff are required by the district to wear facial coverings regardless of class size.
- Related services will be offered as a push in model where applicable.
- If in-person testing is necessary it will take place in designated areas that are conducive to social distancing and follow safety protocols.
- Daily attendance will be maintained for busing and academic cohorts.
- Equipment and manipulatives will be sanitized/cleaned at the conclusion of each session.

- **Transportation**

- The district will work cooperatively with our bus drivers to adhere to state and federal guidelines for student transportation.
- Bus capacity will be reduced to promote social distancing.
- Students and staff will be required to wear face masks at the bus stop and while riding the bus.
- Windows will be open on the bus when practical.
- Where possible, the number of students at a bus stop will be reduced.
- Family members will be seated together on the bus.
- The district will continue to offer busing to those families who have not waived their transportation rights.
- The district will also work with our transportation department to ensure that the bus is appropriately disinfected and cleaned after each bus run.

- **Student Flow, Entry, Exit and Common Areas**

Exterior Signage

- Exterior door and window signs listing COVID-19 procedures for entry
- Signs notifying masks required to enter building
- Signs notifying temperature will be taken before entering buildings
- Sidewalk markers identifying 6 feet social distancing spaces
- Signs properly identifying designated entrance and exits & direction of travel

Interior Signage

- COVID-19 procedure signs
- 6 foot social distancing markers
- Direction of travel signs
- Hand washing signs
- Masks required signs

Hallway Flow

- Hallways in the MVS and ATS buildings will be made one-way hallways whenever possible
- Social distance should be maintained at all times
- Face masks are required at all times
- Lockers will not be utilized
- All school staff, students and visitors will be required to wear face coverings unless doing so would inhibit the individual's health. If a mask must be removed, the individual must maintain social distance of 6 feet or greater.

To ensure for the safety and security of all stakeholders, any time a person is on school grounds a face mask will be required.

Student Entrance and Exit Protocols:

- All students will enter and exit the building through the designated entrances for morning arrival and afternoon dismissal. Any entry or exit from the building at any other time will be done through the main entrance (this excludes emergency drills).
- Prior to entering the school, all students will go through the District approved Health Screening Protocols. All procedures will be in accordance with policies.

Allamuchy Township School

Parent & Bus Drop-Off-

- During the pandemic, all vehicles and buses will pull into the bus lane and students will exit the vehicle at the marked drop off area near gym doors.
- Students will exit the vehicle at the marked area and parents will depart from the bus lane as soon as the student exits the vehicle.
- Students will be monitored by a staff member until entering the gymnasium where temperature checks will be taken.
- Students will go to their classroom once cleared for entry.

Mountain Villa School

Drop-Off:

- During the pandemic, personal vehicles and buses will use the bus lane.
- Pull up to the drop off zone, students exit, parents drive on.
- Students will be escorted by a staff member to the great room where temps will be taken.
- Students will go to their classroom.

District Dismissal:

- Students will be dismissed through designated doors or areas by a staff member. Successful exiting of students that are bussed will be the primary focus.
- Dismissal of both parent pick-up and bus riders will be scheduled for safety and efficiency at ATS and MVS.

Staff Entrance and Exit Protocols:

- All District Personnel (staff) will enter and exit their building through the designated main entrance every time they enter or exit the building. Prior to entering the school for the first time of the day, all staff will go through the District approved Health Screening Protocol. All procedures will be in accordance with policies.

Visitor Entrance and Exit Protocols:

- Visitors will be limited to emergent situations, deliveries, service providers and maintenance.
- All visitors will enter and exit through the main entrance building anytime they enter or exit the building.
- Prior to entering the school, all visitors will go through the District approved Health Screening Protocol. All procedures will be in accordance with policies.

- Screening, PPE, & Response to Students and Staff Presenting Symptoms

Screening Process Guidelines:

- Allamuchy Township School District has adopted a screening process policy for students and staff upon their arrival to school each day. The policy does include accommodations for students with disabilities.
 - Staff will visually check students for symptoms upon arrival.
 - Temperatures will be taken and recorded when a fever (currently greater than or equal to 100.4 °F; this may change based upon CDC guidelines) is present
 - The parent will complete a health attestation form that asks the following:
 - Fever
 - Cough or shortness of breath
 - Sore throat
 - Trouble Breathing
 - Vomiting or Diarrhea
 - Chills
 - Congestion or runny nose
 - Muscle pain
 - Headache
 - New loss of taste or smell
 - Abdominal pain, nausea, vomiting, or diarrhea
 - Was there close Contact with Anyone Diagnosed with COVID-19 in the Past 14 Days?
 - Has anyone in the household had any of the above listed symptoms?
 - Have you or any family members traveled internationally or to a state on the NJ restricted travel area in the last 14 days?
- Desk shields will be utilized in all offices and common areas.
 - Desk shields will be utilized in individualized sessions with specialists, therapists, and counselors.
- Proper PPE will be provided to staff members as necessary. PPE equipment such as gloves and face coverings have been ordered in abundance for distribution to faculty, staff, and students.
- Systematic Protocols
 - If a staff member or student becomes symptomatic during the school day, they will be Safely and respectfully isolated from others.
 - If the district becomes aware that an individual has spent time in the building and

tests positive for COVID 19, the district will immediately notify the Warren County Health Department and the Warren County Department of Education and the family of the confirmed case while maintaining confidentiality.

**HUNTERDON, SUSSEX & WARREN COUNTY REGIONAL COVID-19 SCHOOL COMMUNITY CONTAINMENT GUIDELINES
JULY 26, 2020**

SITUATION:	CONTAINMENT RESPONSE	NOTE
Confirmed Case (Student or Faculty)	<ul style="list-style-type: none"> May recommend school-wide virtual instruction for a day to allow health department to complete investigation and contact tracing All students and faculty in class or on bus with a confirmed case are quarantined for 14 days Confirmed case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. 	
Probable Case (Student or Faculty)	<ul style="list-style-type: none"> May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation All students and faculty in class or on bus with a probable case are quarantined for 14 days or until Probable Case tests negative Probable Case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. Probable Case is recommended for testing 	Probable cases should already have been under quarantine as close contacts and should not have been in school.
Reported Symptoms of COVID-19 with no known exposure to a confirmed case (Student or Faculty)	<ul style="list-style-type: none"> Student and faculty member with symptoms of COVID-19 stays home for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. May return earlier after negative COVID-19 test or alternative diagnosis is confirmed Symptomatic person is recommended for testing 	Based on NJDOH COVID-19 Guidance for Reopening Childcare 7/20/20
Close Contact (Student or Faculty)	<ul style="list-style-type: none"> Student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from last date of exposure 	

Assumption:

- There is a low confidence that students and teachers can remain 6 feet apart during a class period
- There is a low confidence that students can be six feet apart on the school bus. All bus trips are longer than 10 minutes
- When a 6 foot distance cannot be maintained, the use of face coverings and physical barriers in a classroom are protective measures to decrease the risk of disease transmission, but do NOT eliminate the recommendation for individuals in the class or bus to quarantine if there is a positive or probable case.

Definitions:

- Confirmed Case: A person with a lab test confirming COVID-19
- Probable Case: A person with clinical symptoms of COVID-19 with known exposure to a confirmed case
- Close Contact: A person who was within 6 feet of a confirmed or probable COVID-19 case for at least 10 minutes

● **Contact Tracing (as per CDC guidelines)**

- The school district is responsible for keeping accurate attendance for both buses and academic sessions. These records will be submitted to the Health Department upon request for Contact Tracing.
- Contact Tracing procedures will begin through the Warren County Health Department.

● **Facility Cleaning Practices**

The district has developed a schedule for increased, routine cleaning and disinfection as outlined in the district's policy.

- Cleaning products will be utilized in accordance with the directions on the label.

- Frequently touched surfaces will be routinely cleaned and disinfected.
 - Examples of frequently touched areas in schools:
 - Classroom desks and chairs
 - Lunchroom tables and chairs
 - Door handles and push plates
 - Handrails
 - Kitchens and bathrooms
 - Light switches
 - Handles on equipment (e.g. athletic equipment)
 - Buttons on vending machines and elevators
 - Shared telephones
 - Shared desktops
 - Shared computer keyboards and mice
- Bathrooms will be sanitized daily or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).
- The district will have all communal bathroom doors propped open to limit contact.
- Hand sanitizer will be made available at the entrance to each building as in each classroom, bathroom and office. There will also be hand sanitizers found throughout the hallways.
- A schedule for routine cleaning and disinfecting of furniture has been developed.
- Cleaning supply buckets will be available to all staff to clean commonly used surfaces.
- The district will ensure adequate supplies to support cleaning and disinfection practices.
- Where deemed necessary, additional training will be provided to the custodial staff.
- Meals: Food Service & Distribution
 - Student "*grab and go*" lunches will be delivered to the classroom at the conclusion of the final period of each day during in-person instructional days. Lunches will be ordered at the beginning of the day using an electronic selection sheet for Maschio's Food Services.
 - During at-home virtual instruction, students who qualify for free and reduced lunch will receive lunch from Maschio's Food Services.
 - Should families be interested in purchasing lunches, transactions are encouraged to be through the point of service platform in Parent Portal.
 - The monthly Maschio's Food Services menu is available to view at <https://www.aes.k12.nj.us/Page/135>
- Physical Education and Recess
 - Our top priority is to prepare an environment where safe and supportive instruction in physical education, health education, and physical activity occurs.

- Locker rooms and team rooms **will be closed** until further notice. Students participating in physical education classes should come to school wearing attire that is appropriate for physical activity.
- Teachers will focus more on individual pursuits or skills rather than traditional team sports or activities (e.g., dance and rhythms, exercises without equipment, fitness, mindfulness, outdoor pursuits, track and field, throwing underhand, kicking and target games).
- Teachers will use games and activities that require no physical contact and do not require students to be in close physical proximity to one another.
- Sharing of equipment will not occur during selected games and activities.
- If individual equipment is used, it will be properly sanitized between uses. Equipment will be limited to items that individual students may use.
- Teachers will ensure lessons are planned around the available space for instruction. When possible, use outdoor spaces for physical education instruction.
- Hands will be washed immediately after any outdoor activities
- If utilizing an indoor space for instruction, keep the windows open if possible, to maximize circulation and air flow to accommodate for increased respiration by students while participating in physical activity.
- The majority of physical education and health instruction will be provided through Google Classroom and virtual sessions.
- Hybrid learning (defined as a combination of in-school instruction with physical distancing and distance learning)
 - Physical education
 - Health education
 - Recess
 - Classroom-based physical activity
- Full Virtual Instruction
 - Physical education
 - Health education
 - The Allamuchy Township School District will:
 - Provide Health and Physical Education classes whether students are in-person or learning virtually
 - Survey students to find out what materials they may have at home to use for physical activity lessons
- **Extra Curricular Activities & Use of Facilities**
 - The Allamuchy Township School District will be restricting the use of its facilities to outside organizations. Any outside community organizations who utilize our buildings will be subjected to the same social distancing and hygiene protocols set forth for the school district.

- The district is exploring options for clubs and activities to take place virtually when appropriate and until further notice.
- In the event extra curricular activities resume in-person, they will adhere to the same social distancing and hygiene guidelines and protocols setup for our classrooms

Social Emotional Learning

Educator Well-Being

It is extremely important for Allamuchy Township School District to address the social emotional well being of its staff. If our staff is healthy both emotionally and mentally, they will be better able to promote a healthy learning environment for our students.

The Allamuchy Township School District will look to:

- Promote self-care and wellness through the 20-21 school year
- Create opportunities for the staff to practice and reflect on their emotional well-being

Trauma-Informed Social and Emotional Learning

The Allamuchy Township School District will continue to embed Social and Emotional Learning into the classrooms. The district puts the mental health and well-being of its students and staff in the forefront and realizes the potential trauma that the COVID 10 closures may have caused. In that regard, the district will:

- Establish routines and maintain clear communication on the importance of SEL and how it translate to student success during the school year whether in-person or virtually
- Support students and staff in feeling safe
- Continue to provide professional development in social emotional learning and the integration into the classroom, in-person and/or virtually
- Established staff in each building will be available to address the trauma and emotional well being of our students
- Continue to promote staff-student relationships.
- Prepare to support an influx of students who may need counseling support.
- Be proactive in preparing access to mental health and trauma supports for adults and students, which may include establishing partnerships with outside entities and agencies.

School Culture and Climate

It has always been a goal of the Allamuchy Township School District to create a positive school climate and culture through the use of the School Safety and Climate Team. The district will continue to identify ways to address issues in the school environment caused by the pandemic with an emphasis on improving the overall quality of the school environment whether in-person, hybrid or virtual. The district will:

- Prioritize the health and emotional well-being of staff and students above all else
- Assess the school climate to identify vulnerabilities and plan to implement evidence-based interventions to address identified needs

- Plan to provide and sustain instruction on social norms, relationship building, and behavioral expectations beginning at the start of the school year.

Counseling Services

- School counselors will provide school counseling services to students, staff and parents. These services will be assessed and modified on an ongoing basis to reflect the evolving nature of the hybrid learning environment.
- Delivery of services will be conducted:
 - When students are attending school in-person, counseling sessions may occur while adhering to all new health protocols and guidelines.
 - Services may be provided through phone, email and Google meet when students are attending school virtually.
- The Allamuchy Township School District recognizes the possible need for and is prepared to support an influx of students who may need counseling support.
 - The school counselors shall be involved in providing mental health supports via: Individualized counseling, monitoring of progress, and therapeutic support through existing programs and current staff.
 - Parents are encouraged to reach out to school through communications and our website should the need arise for individual counseling services.
 - Continued collaboration with local community providers, county resources, and other organizations.
 - When deemed necessary, connecting students and parents to individual counseling, family therapy, out-patient programs, or addiction services as needed.

Multi-Tiered Systems of Support

Allamuchy Township School District will be utilizing the RTI framework (Response to Intervention) as a systematic approach to prevention, intervention and enrichment for students in grades K-8. Allamuchy Township will

- Administer universal screening and assessments to drive instruction in the Fall of 2020, whether we are in-person or virtual.
- Form teams of staff to utilize the data to inform decisions about instruction and intervention in each support tier
- Include family members in the decision making process
- Make instructional decisions grounded in the data obtained from formative assessments

Quality Child Care

- In collaboration with the YMCA, our district engages in preschool, before care and after care services which will continue to be available to the Allamuchy community.
- The Allamuchy School District recognizes the importance of supporting the community with childcare options during the hybrid model of instruction due to the pandemic.

- When students are engaged in virtual learning, the YMCA will provide child care at Rutherford Hall for an hourly fee.
 - Parents must request services through the YMCA.

Continuity of Learning

Delivery of Special Education

- CST Team will continually monitor students on their caseloads to ensure all IEP plans are being followed.
- Classroom paraprofessionals will be present in all classrooms, both virtual and in-person where mandated by IEP's
- Related services will continue to be provided, either in person or virtually as indicated by the student's IEP
- Evaluations will be completed in a timely manner to the greatest extent possible
- Clear and consistent communication will be utilized for communicating with parents and guardians.
- The Allamuchy Township School District will continue to utilize referral procedures to identify students in need of RTI, Section 504 Plans, or special education.

Allamuchy Township School District will continue to meet our obligations to students with disabilities or ESL students to the greatest extent possible. The district will have:

- Procedures to address the return to school of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of an IEP or 504.
- IEP teams review student data/progress to determine whether critical skills were lost during the 19-20 school closure.
- IEP teams consider the impact of missing services on student progress and determine if additional services are needed.
- IEP teams develop a procedure to complete overdue and/or incomplete evaluations to determine eligibility for special education services
- Clear communication to parents/guardians for the procedures for student referrals and evaluations to determine eligibility for special education and related services or a 504 plan.
- ESL screening will occur for all incoming identified students
- ESL services will be provided as dictated by the students program.

Technology and Connectivity

- All students have district provided devices for use during remote education.
- Special education students who require assistive devices for communication will be supplied with those, as well as the proper apps for usage. This will allow for communication in school as well as at home.

- Troubleshooting, tutorials and remote assistance will be provided as needed.
- Allamuchy Township School District has purchased additional student and teacher devices to enhance the remote instructional experience.
- Training will continue to be offered for teachers and staff for new and existing technologies that support both in-person and online instruction.
- Google Apps for Education will be utilized by both students and staff, allowing the district to monitor classroom activities and login information.

Curriculum, Instruction and Assessment

- All Allamuchy Township School District students have equitable access to remote learning technologies as well in-person instructional resources regardless of grade band or content area.
- Regular communication between teachers, counselors, and families through email, Google Classroom and Parent Portal is critical to keep parties informed of student progress.

Curriculum

- Linkit diagnostic software will be used as a pre assessment tool to identify gaps in content knowledge in English Language Arts and Mathematics. Results will be utilized to maximize the efficiency of **classroom instruction**.
- Formative assessments will provide analytical data to address critical content knowledge gaps needing remediation.
- Ongoing grade analysis, student progress and instruction will be monitored using lesson plans and assessment data.

Instruction

- A schedule will be provided by the administration that engages classroom instruction either in-person or remote. (See Below)
- With a hybrid instructional design, learning expectations can remain consistent, yet provide flexibility for instruction and learning outcomes.
- Assessments will be utilized to determine the mastery of learning standards.
- A hybrid instructional design will allow time for student contact during "office hours" with teachers and counselors.
- Students will have access to lessons and assignments that are delivered simultaneously whether remote or in-person (live stream, posting videos, etc.) five days per week.
 - Parents will be required to sign off on a technology release and confidentiality form.

Assessment

- Pre-assessments will be used as a diagnostic tool to determine knowledge gaps in course content as needed.

- Formative assessments are continually ongoing and documented in teacher gradebooks within the district's SMS. Gradebooks are monitored by district administrators and contain such formative assessment as homework, quizzes, tests, etc.

Professional Learning & Educator Development

The Allamuchy Township School District will continue to afford administration, faculty and parents professional development.

At the beginning of the school year, the district will identify the online platforms that will be used in both in-person and remote instruction. The staff will receive professional development and training on the programs chosen. The staff will also receive training in COVID 19 protocols and procedures.

As the year progresses, the district will look to identify other areas where professional development would be beneficial.

- Educators are provided with training and planning time for new instructional techniques throughout the year.
- Professional Learning Communities are part of the ongoing professional development at the Allamuchy Township School District.
- Educators will be provided opportunities to develop and accomplish individual goals for their Professional Development Plans.
- The Allamuchy Township School District will be following the board approved mentoring program.
- Teacher evaluation training will occur during our online mandatory professional development course as required by the NJDOE.
- The SCIP panel will meet as required.

Leadership & Planning: Instructional Schedule Plans

General Information:

- Schedules were created to provide for safe social distancing to the maximum extent practicable for all stakeholders.

Hybrid Instruction:

Abbreviated Day Schedule

All students will attend an abbreviated in-person instructional day. Students and staff will be placed into cohorts which allows for very minimal movement during the in-person instructional time. The in-person instructional day will focus on core academic subjects (i.e. English Language Arts, Mathematics, Science and Social Studies).

ATS

8:25-8:40 Homeroom
8:42 - 9:58 Subject 1
10:01 -11:16 Subject 2
11:16-11:31 Snack/Handwashing
11:34-12:49 Subject 3
12:51 - 12:55 Homeroom

MVS

8:15-8:30 Homeroom
8:32-9:48 Subject 1
9:51-11:06 Subject 2
11:06-11:21 Snack/Handwashing
11:24-12:39 Subject 3
12:41- 12:55 Homeroom

Monday	Tuesday	Wednesday	Thursday	Friday
Blue Cohort in-person while Gold is Virtual	Blue Cohort in-person while Gold is Virtual	All Virtual	Gold Cohort in-person while Blue is Virtual	Gold Cohort in-person while Blue is Virtual

Blue Cohort: In-person Monday & Tuesday, Virtual Wednesday-Friday.

Gold Cohort: Virtual Monday- Wednesday, In-person Thursday & Friday.

100% Virtual Cohort: Virtual Monday - Friday.

The abbreviated day schedule will be utilized for instruction and schoolwork completion for ALL three cohorts.

- Once the students are home, students will be expected to participate in virtual classes or online assignments for the Specials Subjects.
- Small group and remedial instruction may also occur, based upon student need.
- Therapies and counseling sessions may also occur according to student individual plans
- In-person instructional time will consist of approximately 75 minutes for English Language Arts, Mathematics, Science and/or Social Studies (three subjects per day).
- Staff will be building-based for a full day; the in-person instructional abbreviated day schedule, followed by a staff lunch and preparation time then virtual instructional time with students.

Full Virtual Instruction:

The Allamuchy Township School District is prepared to move to a full virtual instructional environment if it becomes necessary. The following schedule will continue to be in place to provide a continuity of learning. This schedule is consistent with the hybrid schedule to provide a routine and stability for our students, staff and families.

- The hybrid schedule will be utilized during the full virtual environment, if it becomes necessary.
- For the virtual instruction, all students will report to the virtual class via Google Meet on a set schedule. Student attendance will be mandatory, as attendance will be taken and students will be held accountable during these class times. Virtual classes will continue as if we were in the building.

ATS

8:25-8:40 Homeroom

8:42 - 9:58 Subject 1

10:01 -11:16 Subject 2

11:16-11:31 Break

11:34-12:49 Subject 3

MVS

8:15-8:30 Homeroom

8:32-9:48 Subject 1

9:51-11:06 Subject 2

11:06-11:21 Break

11:24-12:39- Subject 3

The remainder of the student day will consist of virtual classes and online assignments for the Specials Subjects, meetings, small group sessions, and office hours with teachers.

Request for Change in Cohort:

In the event that a student/family is uncomfortable and a request is made to move to 100% remote, this can be achieved at the time of request. However, if there is a request to move from 100% virtual to in-person instruction, this can be accommodated at the change of the marking period if the request is received in writing no fewer than 30 days before the start of the next marking period.

Policy & Funding

The Allamuchy Township School District Board of Education utilizes Strauss Esmay Associates as their policy advisor. Strauss Esmay has provided policy to be adopted in accordance with the guidelines associated with the New Jersey Department of Education “The Road Back”. There may be additional policies the Allamuchy Township School District Board of Education will address at the time presented.

To include but not limited to:

- Student Illness and Contact Exclusion
- Student Attendance
- Student and Staff Screening for COVID
- Cleaning and disinfection policy

Allamuchy Township SCHOOL DISTRICT | 2020-2021 CALENDAR

8/31 Staff Report /
Staff PD

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 & 15 Presidents' Day
Weekend/ No School

19 Early Dismissal/Staff
PD

9/1 & 2 Staff Report /Staff
PD

3 & 4 Students Report Early
Dismissal Staff PD

7 Labor Day/No School
8 First Full Day

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 Early Dismissal/
Staff PD

12 Columbus Day
Students and
Staff in session

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Early Dismissal
2 – 9 Spring Break/No School

2, 3, & 4 Early Dismissal
Parent/Teacher
5 & 6 NJEA Convention/
No School
25 Early Dismissal
26 Thanksgiving Day/No
School
27 No School

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Early Dismissal/ Staff PD
31 Memorial Day/ No School

11 Early Dismissal/Staff PD
23 Early Dismissal
24 – 31 Winter Break/No
School

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16-18 Early Dismissal
18 Last Day Students & Staff

1 New Year's Day/ No
School
4 District Reopens
18 M.L. King Day/ No
School/ Staff PD

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TEACHER PROFESSIONAL DEVELOPMENT

Full Day	Early Dismissal for 1/2 Day PD	
8/31/20	12/11/20	2/19/20
9/1/20	1/29/20	3/12/21
9/2/20		5/14/21
10/12/20		

ATTENDANCE DAYS

	Students	Staff
August	0	1
September	19	21
October	22	22
November	17	17
December	17	17
January	19	20
February	18	18
March	23	23
April	16	16
May	20	20
June	14	14
	185	189

Five inclement weather days are built into this calendar, and if not used, will be given back on days to be determined. If more than 5 inclement days are necessary, they will be made-up during the Spring break in April starting with April 9, April 8 and so on. If more than (2) inclement weather days are used prior to the December break, the make-up day will be Feb 12.

NOTE- The district will be operating on a 2 hour delayed opening schedule

POLICY GUIDE

ADMINISTRATION

1649/page 1 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

June 20

M

[See **POLICY ALERT No. 220**]

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

- a. “Eligible employee” means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. “Employer” means any employer with fewer than five hundred employees.
- c. “Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. “Public Health Emergency” means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.



POLICY GUIDE

ADMINISTRATION

1649/page 2 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- e. “Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).
- f. “School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be

[Select One Option - ☒ unpaid ☐ paid.]

- (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).



POLICY GUIDE

ADMINISTRATION

1649/page 3 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.
- (2) The paid leave for an employee shall be calculated based on:
 - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
 - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
- (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.



POLICY GUIDE

ADMINISTRATION

1649/page 4 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

(4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:

(a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

c. Employee Notice to Employer

(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

(a) A request for such leave that is foreseeable shall be submitted to the **Superintendent** prior to commencing the leave.



POLICY GUIDE

ADMINISTRATION

1649/page 5 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- (b) A need for such leave that is not foreseeable shall be submitted to the **Superintendent** within one business day of the first day of the leave being taken by the employee.
- (c) The employee shall provide to the **Superintendent** the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
 - (a) The employee takes leave under the EFMLEA.
 - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
 - i. That affect employment; and
 - ii. Are caused by a public health emergency during the period of leave.



POLICY GUIDE

ADMINISTRATION

1649/page 6 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.
- (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

- (a) The period described under A.2.d. above is the one-year period beginning on the earlier of:
 - i. The date on which the qualifying need related to a public health emergency concludes; or
 - ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.



POLICY GUIDE

ADMINISTRATION

1649/page 7 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

1. Definitions

a. For purposes of the EPSLA and this Policy:

(1) “Employee” means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.

(2) “Employer” means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

(a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:

i. In the case of a private entity or individual, employs fewer than five hundred employees; and

ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.

(b) “Covered employer” also includes:

i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and



POLICY GUIDE

ADMINISTRATION

1649/page 8 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
 - (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
 - (b) Is calculated based on the employee’s required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:



POLICY GUIDE

ADMINISTRATION

1649/page 9 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) “Required Compensation” subject to B.1.a.(5)(b) above, the employee’s “required compensation” shall be not less than the greater of the following:
 - (a) The employee’s regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
 - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
 - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee’s required compensation shall be two-thirds of the amount described in B.1.a.(6) above.
- (7) “Varying Schedule Hours Calculation” means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the



POLICY GUIDE

ADMINISTRATION

1649/page 10 of 15

Federal Families First Coronavirus (COVID-19) Response Act

employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:

- (a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
- (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.



POLICY GUIDE

ADMINISTRATION

1649/page 11 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
- b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - (1) For full-time employees, eighty hours.
 - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- c. Paid sick time under the EPSLA shall not carry over from one year to the next.

4. Employer's Termination of Paid Sick Time

- a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.



POLICY GUIDE

ADMINISTRATION

1649/page 12 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

5. Prohibition

- a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
 - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
 - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.



POLICY GUIDE

ADMINISTRATION

1649/page 13 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
 - (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

9. Enforcement

- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
 - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
- b. Unlawful Termination - An employer who willfully violates B.8. above shall:
 - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.



POLICY GUIDE

ADMINISTRATION

1649/page 14 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

10. Rules of Construction

a. Nothing in the EPSLA shall be construed:

- (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
 - (a) Other Federal, State, or local law;
 - (b) Collective bargaining agreement; or
 - (c) Existing employer policy; or
- (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the **Superintendent**, who may request documentation from the employee in support of the emergency paid sick leave.



POLICY GUIDE

ADMINISTRATION

1649/page 15 of 15

Federal Families First Coronavirus
(COVID-19) Response Act

- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
 - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and
 - (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act
N.J.S.A. 18A:30-1

Adopted:



POLICY GUIDE

PROGRAM
2270/page 1 of 3
Religion in the Schools
June 20

[See POLICY ALERT Nos. 164 and 220]

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. **The First Amendment requires public school officials will to show be neutral in their treatment of religion in the school district, showing** neither favoritism toward nor hostility against religious expression **such as prayer. Accordingly, devotional exercises will be permitted in this district.**

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** ~~in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion;~~ prayer during **non-instructional time;** organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time;** ~~religious expression and~~ prayer in classroom assignments; student assemblies and ~~extra-curricular~~ **noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies; ~~devotional exercises and other prayer and/or religion related activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: **religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.** The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



POLICY GUIDE

PROGRAM
2270/page 2 of 3
Religion in the Schools

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



POLICY GUIDE

PROGRAM
2270/page 3 of 3
Religion in the Schools

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – ~~February 7, 2003~~
January 16, 2020

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted:



POLICY GUIDE

PROGRAM

2431.3/page 1 of 3

~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~

Heat Participation Policy for Student-Athlete Safety

June 20

M

[See POLICY ALERT Nos. 190, 217, and 220]

2431.3 ~~PRACTICE AND PRE-SEASON HEAT ACCLIMATION FOR
SCHOOL-SPONSORED ATHLETICS AND EXTRA-CURRICULAR
ACTIVITIES~~

HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat participation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.

The NJSIAA Policy shall address:

1. The scheduling of practice or games during times of various heat and humidity levels;
2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and
3. The heat and humidity levels at which practice or games will be canceled.

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.



POLICY GUIDE

PROGRAM

2431.3/page 2 of 3

~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.

The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.

This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.



POLICY GUIDE

PROGRAM

2431.3/page 3 of 3

~~Practice and Pre-Season Heat Acclimation for~~
~~School-Sponsored Athletics and Extra-Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

[Option

The school district will implement provisions of this Policy as determined by the Superintendent or designee for student-athletes participating in athletic programs other than students in grades nine through twelve to include students in grades 6th through 8th.]

N.J.S.A.18A:11-3.10

New Jersey State Interscholastic Athletic Association Heat Participation
Policy and Pre-Season Heat Acclimatization Policy

Adopted:



POLICY GUIDE

PROGRAM
2622/page 1 of 5
Student Assessment
June 20
M

[See **POLICY ALERT** Nos. **120, 135, 147, 153, 168, 170, 197, 205, 209, 211, and 220**]

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

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

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.



POLICY GUIDE

PROGRAM
2622/page 2 of 5
Student Assessment

Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course ~~PARCC~~ assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course ~~PARCC~~ assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education



POLICY GUIDE

PROGRAM
2622/page 3 of 5
Student Assessment

shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

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

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.



POLICY GUIDE

PROGRAM
2622/page 4 of 5
Student Assessment

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

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLS;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities;
6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education **within sixty days of receipt of information from** ~~as required by~~ the New Jersey Department of Education **pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.



POLICY GUIDE

PROGRAM
2622/page 5 of 5
Student Assessment

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

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

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

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

Adopted:



POLICY GUIDE

STUDENTS

5111/page 1 of 10

Eligibility of Resident/Nonresident Students

June 20

M

[See **POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173, 189, 208, 217, and 220**]

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so



POLICY GUIDE

STUDENTS

5111/page 2 of 10

Eligibility of Resident/Nonresident Students

for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;



POLICY GUIDE

STUDENTS

5111/page 3 of 10

Eligibility of Resident/Nonresident Students

3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.



POLICY GUIDE

STUDENTS

5111/page 4 of 10

Eligibility of Resident/Nonresident Students

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

~~However, In~~ the case of a dispute between the school district and the parent ~~or guardian~~ of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.



POLICY GUIDE

STUDENTS

5111/page 5 of 10

Eligibility of Resident/Nonresident Students

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be



POLICY GUIDE

STUDENTS

5111/page 6 of 10

Eligibility of Resident/Nonresident Students

implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.



POLICY GUIDE

STUDENTS

5111/page 7 of 10

Eligibility of Resident/Nonresident Students

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



POLICY GUIDE

STUDENTS

5111/page 8 of 10

Eligibility of Resident/Nonresident Students

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Optional

[Children Who Anticipate Moving to or from the District]

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled **without** payment of tuition for a period of time not greater than weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within **four** weeks after admission to school, tuition will be charged for attendance commencing the beginning of the **5th** week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after **April 1st** and twelfth grade students whose parent or guardian have moved away from the school district on or after **April 1st** will be permitted to finish the school year in this school district **without** payment of tuition.]

STUDENTS

5111/page 9 of 10



POLICY GUIDE

Eligibility of Resident/Nonresident Students

Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district **with** payment of tuition, provided that the educational program of such children can be provided within school district facilities. **This tuition covers only the general education services, the parent is responsible for the proportional costs in excess of the general education portion.]**

Optional

[Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district **with** payment of tuition and Board approval. **This tuition covers only the general education services, the parent is responsible for the proportional costs in excess of the general education portion.]**

F-1 Visa Students

~~[Option—Select One Option~~

~~_____ F-1 Visa students will not be admitted to this school district.~~

___X___ The school district **is not required to, but may will** permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. **An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance**



POLICY GUIDE

in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

STUDENTS

5111/page 10 of 10

Eligibility of Resident/Nonresident Students

J-1 Visa Students

~~[Option—Select One Option]~~

~~_____ J-1 Visa students will not be admitted to this school district.~~

__X__ The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

N.J.S.A. 18A:38-1 et seq.; **18A:38-1.3**; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3



POLICY GUIDE

Adopted:

STUDENTS
5200/page 1 of 2
Attendance
June 20
M

[See POLICY ALERT Nos. 95, 96, 139, 172, 176, 203, 205, and 220]

5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will **either** be excused or unexcused. ~~that~~ **Unexcused absences will** counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14, aA** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to



POLICY GUIDE

learning and may result in retention at grade level

STUDENTS
5200/page 2 of 2
Attendance

[For districts with secondary school(s)]

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of ~~the this~~ Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3



POLICY GUIDE

Adopted:

STUDENTS
5320/page 1 of 1
Immunization
June 20

[See POLICY ALERT Nos. 106, 156, 183, and 220]

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent(s) ~~or legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

Optional

~~[The Board will provide, at school district expense, the necessary equipment, materials and services for immunizing students against _____.]~~

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 6A:16-2.3

N.J.A.C. 8:57-4.1 et seq.



POLICY GUIDE

Adopted:

STUDENTS
5330.04/page 1 of 3
Administering an Opioid Antidote
June 20
M

[See POLICY ALERT Nos. 210, 217, and 220]

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

[Option – Extend Provisions of N.J.S.A. 18A:40-12.23 et seq. to Schools with Other Grades

~~and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades _____ through _____.]~~

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. ~~[Option – The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.]~~

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.



POLICY GUIDE

STUDENTS

5330.04/page 2 of 3

Administering an Opioid Antidote

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A.



POLICY GUIDE

24:6J-1 et seq. **Nothing in this Policy shall be interpreted to prohibit the**

STUDENTS

5330.04/page 3 of 3

Administering an Opioid Antidote

administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;

18A:40-12.26; 18A:40-12.27

N.J.S.A. 24:6J-1 et seq.



POLICY GUIDE

Adopted:

STUDENTS
5610/page 1 of 3
Suspension
June 2020
M

[See POLICY ALERT No. 140, 144, 147, 176, 203, 212, and 220]

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.



POLICY GUIDE

STUDENTS
5610/page 2 of 3
Suspension

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

Optional

~~[The Board’s failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.]~~

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’s educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New



POLICY GUIDE

Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which

STUDENTS
5610/page 3 of 3
Suspension

may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g [**vocational districts**]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8



POLICY GUIDE

Adopted:

STUDENTS
5620/page 1 of 3
Expulsion
June 20
M

[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203, 212, and 220]

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or
 - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in



POLICY GUIDE

accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

STUDENTS
5620/page 2 of 3
Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.



POLICY GUIDE

STUDENTS
5620/page 3 of 3
Expulsion

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the “Individuals with Disabilities Act,” 20 U.S.C. § 1400 et seq.

[Charter Schools Only]

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school’s charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student’s teachers.]

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.



POLICY GUIDE

Adopted:

OPERATIONS
8320/page 1 of 2
Personnel Records
June 20
M

[See POLICY ALERT Nos. 106 and 220]

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

Optional

~~[Only that information pertaining to the professional role of the employee and submitted by duly authorized school administrative personnel or the Board may be entered in an employee's personnel file.]~~

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

Optional

~~[The personnel files of this district will be reviewed annually and material no longer required will be destroyed.]~~

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H. Records maintained in the personnel files of this district are not public records and are not open to



POLICY GUIDE

~~inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this~~

OPERATIONS
8320/page 2 of 2
Personnel Records

~~district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.



POLICY GUIDE

N.J.A.C. 6A:32-4.3

Adopted:



REGULATION GUIDE

STUDENTS

R 5111/page 1 of 25

Eligibility of Resident/Nonresident Students

June 20

M

[See **POLICY ALERT** Nos. 109, 128, 160, 173, 189, 208, 217, and 220]

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

A. Definitions

1. “Affidavit student” means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. “Appeal” means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. “Applicant” means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. “Commissioner” means the Commissioner of Education or his/her designee.
5. “Guardian” means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian’s school district unless it can be proven that the child does not actually live with the custodian. “Guardian” also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:



REGULATION GUIDE

STUDENTS

R 5111/page 2 of 25

Eligibility of Resident/Nonresident Students

- a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
 - (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.
 - (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.



REGULATION GUIDE

STUDENTS

R 5111/page 3 of 25

Eligibility of Resident/Nonresident Students

- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
 - (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
 - (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.



REGULATION GUIDE

STUDENTS

R 5111/page 4 of 25

Eligibility of Resident/Nonresident Students

- d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.
- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
 - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
 - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.



REGULATION GUIDE

STUDENTS

R 5111/page 5 of 25

Eligibility of Resident/Nonresident Students

3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.
 - a. A student is not eligible to attend this school district pursuant to this provision unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and



REGULATION GUIDE

STUDENTS

R 5111/page 6 of 25

Eligibility of Resident/Nonresident Students

- (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.



REGULATION GUIDE

STUDENTS

R 5111/page 7 of 25

Eligibility of Resident/Nonresident Students

- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
- 2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
- 3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
 - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school



REGULATION GUIDE

STUDENTS

R 5111/page 8 of 25

Eligibility of Resident/Nonresident Students

shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.



REGULATION GUIDE

STUDENTS

R 5111/page 9 of 25

Eligibility of Resident/Nonresident Students

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, “family crisis” shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
 - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student’s new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting



REGULATION GUIDE

STUDENTS

R 5111/page 10 of 25

Eligibility of Resident/Nonresident Students

documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
 - d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
 - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.



REGULATION GUIDE

STUDENTS

R 5111/page 11 of 25

Eligibility of Resident/Nonresident Students

- (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in



REGULATION GUIDE

STUDENTS

R 5111/page 12 of 25

Eligibility of Resident/Nonresident Students

accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
 - (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
 - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
 - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.



REGULATION GUIDE

STUDENTS

R 5111/page 13 of 25

Eligibility of Resident/Nonresident Students

- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.
2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

~~[Option—Select One Option]~~

_____ F-1 Visa students will not be admitted to this school district.



REGULATION GUIDE

STUDENTS

R 5111/page 14 of 25

Eligibility of Resident/Nonresident Students

- X The school district **is not required to, but may will** permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. ~~A~~ F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]**

4. J-1 Visa Students

~~[Option—Select One Option]~~

 J-1 Visa students will not be admitted to this school district.

 X The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]



REGULATION GUIDE

STUDENTS

R 5111/page 15 of 25

Eligibility of Resident/Nonresident Students

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.
- F. Proof of Eligibility
 - 1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;



REGULATION GUIDE

STUDENTS

R 5111/page 16 of 25

Eligibility of Resident/Nonresident Students

- g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
- 2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
- 3. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
- 4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
- 5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.



REGULATION GUIDE

STUDENTS

R 5111/page 17 of 25

Eligibility of Resident/Nonresident Students

6. In the case of a dispute between the school district and the parents ~~or guardians~~ of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (**NJMVC**) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**
- G. Registration Forms and Procedures for Initial Assessment
 1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.



REGULATION GUIDE

STUDENTS

R 5111/page 18 of 25

Eligibility of Resident/Nonresident Students

2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
 - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
 - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
 - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
 - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.



REGULATION GUIDE

STUDENTS

R 5111/page 19 of 25

Eligibility of Resident/Nonresident Students

- a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
- b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
 - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and



REGULATION GUIDE

STUDENTS

R 5111/page 20 of 25

Eligibility of Resident/Nonresident Students

the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
 6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
 7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
 8. Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
 9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.
- H. Notice of Ineligibility
1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.



REGULATION GUIDE

STUDENTS

R 5111/page 21 of 25

Eligibility of Resident/Nonresident Students

- a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
 - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
 - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
 - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
 - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;



REGULATION GUIDE

STUDENTS

R 5111/page 22 of 25

Eligibility of Resident/Nonresident Students

- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.



REGULATION GUIDE

STUDENTS

R 5111/page 23 of 25

Eligibility of Resident/Nonresident Students

I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.



REGULATION GUIDE

STUDENTS

R 5111/page 24 of 25

Eligibility of Resident/Nonresident Students

J. Appeal to the Commissioner

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
 - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of “affidavit student” ineligibility determinations shall be filed by the resident keeping the student.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.



REGULATION GUIDE

STUDENTS

R 5111/page 25 of 25

Eligibility of Resident/Nonresident Students

- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
 - b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
 4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted:



REGULATION GUIDE

STUDENTS
R 5200/page 1 of 15
Attendance
June 20
M

[See POLICY ALERT Nos. 95, 96, 139, 176, 203, 205, and 220]

R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. **Attendance Recording in the School Register
(N.J.A.C. 6A:32-8.1)**



REGULATION GUIDE

STUDENTS
R 5200/page 2 of 15
Attendance

- a. **The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
- b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
- c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**
- d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.**
- e. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**



REGULATION GUIDE

STUDENTS
R 5200/page 3 of 15
Attendance

2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

- a1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
- b2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
- c3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
- d4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
- e5. The Commissioner 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.
- f6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.



REGULATION GUIDE

STUDENTS
R 5200/page 4 of 15
Attendance

g7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**
24. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy.** “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
32. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

~~[Select one or more options below]~~

- ☒ **X** The student’s illness
- ☒ **X** supported by a written letter from the parent upon student’s return to school;
- ☒ **X** supported by notification to the school by the student’s parent;
- ☒ **X** The student’s required attendance in court;



REGULATION GUIDE

STUDENTS
R 5200/page 5 of 15
Attendance

- ☒ Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- ☒ The student's suspension from school;
- ☒ Family illness or death
 - ☒ supported by a written letter from the parent upon the student's return to school;
 - ☒ supported by notification to the school by the student's parent;
- ☐ Visits to post-secondary educational institutions;
- ☐ Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- ☐ Examination for a driver's license;
- ☒ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- ☒ Take Our Children to Work Day;
- ☒ An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule;
- ☒ An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;



REGULATION GUIDE

STUDENTS
R 5200/page 6 of 15
Attendance

_____.

43. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 ~~“Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~

[Optional

54. ~~“Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]~~

D. Notice to School of a Student’s Absence

1. The parent or adult student ~~is requested to~~ **shall notify call** the school office before the ~~start of the student’s school day~~ **when the student will not be in school.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session **shall** ~~should call or~~ provide notice to the school office before the start of the afternoon session.
3. **The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.**
43. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged **shall** ~~should~~ notify the school office to arrange make-up work.



REGULATION GUIDE

STUDENTS
R 5200/page 7 of 15
Attendance

5. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.**

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than **3 days of school** days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. **The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.**

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of **5 days** school days duration. The parent or student must request such home assignments.



REGULATION GUIDE

STUDENTS
R 5200/page 8 of 15
Attendance

2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

[Optional

- ~~2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from _____ (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.]~~



REGULATION GUIDE

STUDENTS
R 5200/page 9 of 15
Attendance

{Options

- ~~_____~~ Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.
- ~~_____~~ A secondary student who has been dropped from a course of study may be assigned to an alternate program.
- ~~_____~~ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than _____ times.]

{Optional

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent **10 percent (number, fraction, or percentage)** or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences **for those excused in accordance with the reporting requirements of the school register**, and absences due to student's suspension will not count toward the total.]

{Option

- ~~___X___~~ Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.]
- H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy
1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



REGULATION GUIDE

STUDENTS
R 5200/page 10 of 15
Attendance

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:



REGULATION GUIDE

STUDENTS
R 5200/page 11 of 15
Attendance

- (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;



REGULATION GUIDE

STUDENTS
R 5200/page 12 of 15
Attendance

- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
- 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
- 5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.



REGULATION GUIDE

STUDENTS

R 5200/page 13 of 15

Attendance

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.



REGULATION GUIDE

STUDENTS
R 5200/page 14 of 15
Attendance

3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.



REGULATION GUIDE

STUDENTS
R 5200/page 15 of 15
Attendance

- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



REGULATION GUIDE

STUDENTS
R 5320/page 1 of 14
Immunization
June 20

[See POLICY ALERT Nos. 106, 137, 156, 183, and 220]

R 5320 IMMUNIZATION

A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The No Principal or designee shall not knowingly admit or retain any child student who whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section E, I. of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below A.2. or exempted as provided in section C, B. and D. of this Regulation, and N.J.A.C. 8:57-4.3; and 8:57-4.4.**

B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

12. A student shall be admitted to ~~preschool or~~ school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**



REGULATION GUIDE

STUDENTS
R 5320/page 2 of 14
Immunization

- ~~a. A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- ~~b. A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another State or out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
- 6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- ~~e. The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or ~~his/her~~ designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**



REGULATION GUIDE

STUDENTS
R 5320/page 3 of 14
Immunization

CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child** ~~student~~ shall not be required to have any specific immunization(s) **which** ~~that~~ are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~
 - 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



REGULATION GUIDE

STUDENTS
R 5320/page 4 of 14
Immunization

~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.

5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

12. A ~~child student~~ shall be exempted from mandatory immunization if the ~~child's~~ parent(s) or legal guardian(s) submits ~~to the school~~ a written, signed statement ~~requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."~~ that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. ~~General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~



REGULATION GUIDE

STUDENTS
R 5320/page 5 of 14
Immunization

- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
 - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
 - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school**
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



REGULATION GUIDE

STUDENTS
R 5320/page 6 of 14
Immunization

**EE. Documentations Accepted as Evidence of Immunization
(N.J.A.C. 8:57-4.6)**

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history; provided that the ~~document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - a. An official school record from any school or preschool indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;**
 - b. A record from any public health department indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;**
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;** or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



REGULATION GUIDE

STUDENTS
R 5320/page 7 of 14
Immunization

3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

FD. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)

1. **~~The school district~~ Each school shall maintain an official State of New Jersey **School Immunization Record** for every student. **This record which shall include the date of each individual immunization and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.****
- 2a. **~~If~~ When a child withdraws, is promoted, or transfers to another school **district, preschool or child care center**, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent(s) or legal guardian(s) upon request, within twenty-four hours of such a request.
 - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
 - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~**



REGULATION GUIDE

STUDENTS
R 5320/page 8 of 14
Immunization

3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
 4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
 - 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
 - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
 - 6f. **Any computer-generated document or list developed by the school district to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.**
- G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**
1. **A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).** ~~other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.~~



REGULATION GUIDE

STUDENTS
R 5320/page 9 of 14
Immunization

2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

13. The Principal or ~~designee other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the ~~State~~ New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty four hours of notification.~~

IE. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:



REGULATION GUIDE

STUDENTS
R 5320/page 10 of 14
Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



REGULATION GUIDE

STUDENTS
R 5320/page 11 of 14
Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday . 1 dose of live Rubella-containing vaccine on or after 1st birthday .	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.

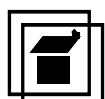


REGULATION GUIDE

STUDENTS
R 5320/page 12 of 14
Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza



REGULATION GUIDE

STUDENTS
R 5320/page 13 of 14
Immunization

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

JF. Emergency Powers of the Commissioner of Health and Senior Services

- ~~1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If **an outbreak or** threatened outbreak, ~~or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below** and N.J.A.C. 8:57-4.22(c).



REGULATION GUIDE

STUDENTS
R 5320/page 14 of 14
Immunization

3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**
43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

Issued:



REGULATION GUIDE

STUDENTS
R 5330.04/page 1 of 7
Administering an Opioid Antidote
June 20
M

[See POLICY ALERT Nos. 217 and 220]

R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

A. Definitions

1. “Opioid antidote” means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. “Opioid antidote” includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. “Opioid overdose” means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. “School-sponsored function” means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.
 - a. **The requirements of N.J.S.A. 18A:40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.**

B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. **In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician’s standing order must specify, at a minimum, the following:**



REGULATION GUIDE

STUDENTS

R 5330.04/page 2 of 7

Administering an Opioid Antidote

- a. **The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and**
 - b. **The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.**
- 24. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
 - a. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**
- ~~32.~~ The school nurse shall be responsible to:
 - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
 - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 - b. Document the administration of an opioid antidote on a student’s health record;
 - c. Monitor the on-site inventory and replacement of the opioid antidote supply; ~~and~~
 - d. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**



REGULATION GUIDE

STUDENTS

R 5330.04/page 3 of 7

Administering an Opioid Antidote

ed. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators**.

43. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

[Option – Option D.1.c. below must be included if this Option B.4. is selected]

54. The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).]

C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.

[Optional]

- a. ~~The district shall provide in writing to the school nurse and each employee designated by the Board written approval to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1). Each written approval shall be kept on file in the school nurse's office.~~
- b. ~~The district shall notify all school staff members of the identity of each employee approved and designated by the Board to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1).]~~



REGULATION GUIDE

STUDENTS

R 5330.04/page 4 of 7

Administering an Opioid Antidote

3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and **N.J.S.A. 24:6J-5.**

- a. ~~Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.~~ Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.

The training must address overdose prevention information, including but not limited to, the following:

- (1) Information on opioid overdose prevention and recognition;**
- (2) Instruction on how to perform rescue breathing and resuscitation;**
- (3) Information on opioid dosage and instruction on opioid antidote administration;**
- (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and**



REGULATION GUIDE

STUDENTS

R 5330.04/page 5 of 7

Administering an Opioid Antidote

(5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.

b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the “Athletic Training Licensure Act” – N.J.S.A. 45:9-37.35 et seq.

D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.
- a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
- b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.



REGULATION GUIDE

STUDENTS

R 5330.04/page 6 of 7

Administering an Opioid Antidote

~~[Option — Option B.5. above must be included if Option D.1.c. below is selected]~~

- c. **School-Sponsored Functions Off School Grounds:** Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.]
2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).**
32. **The certified school nurse and/or other A staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.**
43. **An individual overdose-victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
54. **The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.**
65. **The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.**



REGULATION GUIDE

STUDENTS

R 5330.04/page 7 of 7

Administering an Opioid Antidote

7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

E. **Use of Controlled Dangerous Substances**

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

F. **Limitation of Liability**

1. **Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.**
2. **Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:**
 - a. **A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses; and**
 - b. **Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.**

Adopted Issued:



REGULATION GUIDE

STUDENTS
R 5610/page 1 of 11
Suspension Procedures
June 20
M

[See POLICY ALERT Nos. 176, 203, 212, and 220]

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and



REGULATION GUIDE

STUDENTS
R 5610/page 2 of 11
Suspension Procedures

- (4) The informal hearing and the notice given may take place at the same time.
- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.



REGULATION GUIDE

STUDENTS
R 5610/page 3 of 11
Suspension Procedures

2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:



REGULATION GUIDE

STUDENTS
R 5610/page 4 of 11
Suspension Procedures

- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
 - g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
 - h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
 - i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.



REGULATION GUIDE

STUDENTS
R 5610/page 5 of 11
Suspension Procedures

- (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



REGULATION GUIDE

STUDENTS
R 5610/page 6 of 11
Suspension Procedures

- (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and



REGULATION GUIDE

STUDENTS
R 5610/page 7 of 11
Suspension Procedures

- (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.



REGULATION GUIDE

STUDENTS
R 5610/page 8 of 11
Suspension Procedures

- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

~~[Option—Select option below or develop a local school district option]~~

_____ a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

_____.]

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
- a. The status of the student's suspension;
- b. The appropriateness of the suspended student's current educational program; and
- c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:



REGULATION GUIDE

STUDENTS
R 5610/page 9 of 11
Suspension Procedures

- a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
 - a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.



REGULATION GUIDE

STUDENTS
R 5610/page 10 of 11
Suspension Procedures

- c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
 - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**
2. **The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:**
 - a. **The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);**
 - b. **N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;**
 - c. **N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or**



REGULATION GUIDE

STUDENTS
R 5610/page 11 of 11
Suspension Procedures

- d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Adopted:



REGULATION GUIDE

OPERATIONS
R 8320/page 1 of 6
Personnel Records
June 20
M

[See POLICY ALERT Nos. 106 and 220]

R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birthdate;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Income tax forms;
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;



REGULATION GUIDE

OPERATIONS
R 8320/page 2 of 6
Personnel Records

- m. Completed evaluations;
- n. Reports of disciplinary incidents;
- o. Records of special awards, commendations, or distinctions;
- p. Oath of allegiance;
- q. Reports of routine physical examinations; and
- r. Reports of physical and mental examinations required for cause.

- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
- 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of Personnel Records

- 1. The Superintendent is custodian of all personnel records.
- 2. Personnel records shall be maintained in the office of the **Allamuchy Township School**, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

- 1. Each employee shall be informed of the content of his/her personnel file.
- 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.



REGULATION GUIDE

OPERATIONS
R 8320/page 3 of 6
Personnel Records

- b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
- c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

- 1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
- 2. Written request for access shall be submitted to the **Superintendent**. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
- 3. The employee shall review the record in the presence of the **Superintendent or designee** and, at the employee's request, a representative of the employee.
- 4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
- 5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

- 1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.



REGULATION GUIDE

OPERATIONS
R 8320/page 4 of 6
Personnel Records

2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than **10** working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

~~G. Computerized Records~~

- ~~1. Computerized personnel records may include only the following information about an employee:~~
 - ~~a. Name, address, and telephone number;~~
 - ~~b. Social security number;~~
 - ~~c. Current assignment;~~



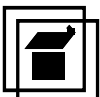
REGULATION GUIDE

OPERATIONS
R 8320/page 5 of 6
Personnel Records

- d. ~~Work experience;~~
 - e. ~~Employment date; and~~
 - f. ~~Salary guide and step.~~
2. ~~Computerized information may be used only for the following purposes:~~
- a. ~~Payroll;~~
 - b. ~~An employee's individual employment record; and~~
 - c. ~~Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the _____, provided that such studies, reports, or surveys do not identify specific employees.~~

G. Public Access to Employee Records and Information

1. **A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
 - a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;**



REGULATION GUIDE

OPERATIONS
R 8320/page 6 of 6
Personnel Records

- b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

~~Issued~~**Adopted:**



POLICY

ALLAMUCHY BOARD OF EDUCATION

Finances

6660/Page 1 of 24

STUDENT ACTIVITY FUND

6660 STUDENT ACTIVITY FUND

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

Funds collected for a student activity shall be turned into the School Business Administrator or designee and deposited in the bank within twenty-four hours or the next school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. The interest earned shall be disbursed to each individual student activity fund in proportion to the balances on deposit for each activity.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.

The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School



Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the ~~general account~~, miscellaneous within the Student Activity Account unless it is over \$500 which will then be returned and/or follow the students.

N.J.S.A. 18A:19-14; 18A:23-2
N.J.A.C. 6A:23A-16.12

Adopted: 30 March 2010
Re-adopted: 24 July 2017



The following Policy Revisions are being submitted for approval by the Governance Committee after consultation and approval from the Rutherford Hall Committee. The ordering of the original policy are the main changes as indicated by the strikethrough font. Any added wording is indicated by the bold font. **At the BOE meeting June 8, 2020, the wording changes were suggested: renter changed to user and General Operation item #6 changes were reworded. Editing and Approval dates reflect dates of change and anticipated final approval.**

Respectfully,

Venita Prudenti

Governance Chair

District Policy

7510.01- RUTHERFURD HALL

Section: Property

Date Created: April 2015

Date Edited: August 2017 **June 2020**

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

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

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

A. Rutherford Hall Board of Advisors

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

2. The Board of Advisors shall be comprised of individuals qualified to advise and assist the Board of Education regarding Rutherford Hall in areas including but not limited to historic preservation, revenue generation, programing, fundraising, and other key strategic issues as identified by the Board of Education.

3. The Board of Advisors shall serve as a vehicle for two-way communications

between Rutherford Hall and community leaders in business and labor, government, education, and volunteer organizations. The Board of Advisors shall also provide a continuing source of public awareness, information and insights regarding Rutherford Hall and potential challenges and opportunities for RH and its programs, advise and assist the Board of Education in shaping the goals, objectives, and priorities regarding Rutherford Hall, and advise and assist the Board of Education in assessing Rutherford Hall in relation to established goals, objectives and priorities.

4. The Board of Advisors shall be comprised of five to nine members who have been identified, recruited, and appointed by a majority vote of the full Board of Education. The term of each member appointed to the Board of Advisors shall be for three years, however the first appointed Board members may have staggered initial terms. A Board of Education Board member, who shall be appointed by the Board of Education President, shall serve on the Board of Advisors for a one year term. The Director of Rutherford Hall and the Superintendent of Schools shall also serve as an ex-officio members of the Board of Advisors. The Board of Advisors shall initially organize at its first meeting by voting for the following officers: Chairperson, Vice-Chairperson, and Recording Secretary. Every year thereafter, the Board of Advisors shall re-organize annually thirty days after the Board of Education re-organizes and the Board President has appointed the Board of Education member to serve on the Board of Advisors. The Board of Advisors shall exist at the pleasure of the Board of Education. Board of Advisor members who resign or leave the Board before their term expires shall be replaced by the Board of Education. All new Board of Advisor members shall be required to attend an orientation program regarding operations, Rutherford Hall Organizational Chart, scope of authority, chain of command, vision and mission priorities, and Board of Education established goals.

5. The Board of Advisors shall meet four times annually, with meeting dates established at the first meeting of each year. Agendas for the quarterly meetings will be established by the Chairperson of the Board of Advisors, in consultation with the Board of Education or the Board of Education's appointed member to the Board of Advisors. Board of Advisor meetings or portions thereof may be open to the public and staff of Rutherford Hall as determined by the Board of Advisors.

Board of Advisor members shall receive a meeting agenda with supporting documentation no later than three calendar days prior to the established meeting date. Minutes of the meetings will be sent to the Superintendent of Schools for distribution to the Board of Education no later than seven business days following the Board of Advisor's meeting.

D.A General Operations

1. All Rutherford Hall operations shall be conducted in accordance with Board of Education policies and regulations, unless specifically exempt in this Policy.

2. The Board will annually approve the professional services of a historical architect.

3. The district administration will work with the Board's historic professionals to ensure the guidelines of the Secretary of Interior with respect to the historical designation are being followed. At no such time shall any work; alterations or improvements requiring review and/or approval by the NJ State Historical Preservation Office (SHPO) be done without proper approval from the NJ State Historic Preservation office.

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

3. **5.** The Board of Education requires all users of Rutherford Hall and its surrounding

grounds to provide a certificate of insurance naming Rutherford Hall and the Allamuchy Board of Education as **an** additional insured. This Certificate must be provided to the Rutherford Hall staff at least ten calendar days before the requested use. The insurance requirements for all non-school district related use shall be as follows:

- a. Property Liability \$5,000,000
- b. Personal Injury \$5,000,000
- c. Dram shop \$5,000,000 (if alcohol is served)

4. **6.** Smoking is prohibited at all times anywhere on the Rutherford Hall grounds.

A renter **user** at Rutherford Hall may request that alcohol be served at their function or event. In such an instance, the proposed scope and circumstances of the service of alcohol must be set forth in detail on the request form with assurances and protocols delineated concerning management of alcohol consumption. The District administration may grant approval of such service of alcohol taking into account the proposed scope of service, the nature of the event, conformance with relevant state law concerning service of alcohol and all attendant circumstances. Any insurance certificate must include coverage for service of alcohol. **The renter user is responsible to ascertain and obtain any licenses or permits as required and is responsible for all fees associated with such license or permit. All required licenses or permits shall be provided to the Board of Education prior to the event Rutherford Hall staff at least ten calendar days before the requested use inclusive but not limited to alcohol and games of chance. This Certificate must be provided to the**

5. **7.** All grant applications made for or on behalf of Rutherford Hall or its operations and programming must be approved by the Board of Education. Such grant applications include but are not limited to applications made by the staff as well as made through and by affiliated organizations **or contracted professionals**. Grant funds must be regularly

accounted for to the Board using project budgeting/reporting in accordance with the grant agreement. **All report submissions must be timely submitted to adhere to grant requirements.**

6. **8.** No positions associated with Rutherford Hall carry tenure. All employees associated with Rutherford Hall will be evaluated annually. **The board will approve all job descriptions for each position.**

7. **9.** The Chief School Administrator or his designee shall report to the Board of Education at the regular monthly meeting on the operations of Rutherford Hall. Said report should include but not be limited to a **separate** financial report **on the results of operations**, planned programming, programming in development, pending grants in administration, grant applications pending, grant requests in development.

8. **10** The Board of Education shall adopt annual goals related to Rutherford Hall, including goals concerning facilities, operations and programming.

B. Personnel and Administration

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

2. The Board of Education shall approve all contracts for any contracted services

or work related to Rutherford Hall. All purchases shall be in accordance with Board policy and state law and regulation concerning the financial operations of a school district.

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

C. Financial Operations

1. Rutherford Hall shall be established as a separate financial enterprise **fund** of the Allamuchy Board of Education and all financial accounting and records will be segregated and subject to audit as part of the school district's comprehensive annual financial report.

2. All financial records and record-keeping shall be maintained in accordance with all applicable Board policies, New Jersey statutes and codes regarding New Jersey school districts.

3. There shall be a monthly financial report prepared for all Rutherford Hall activities presented to the Board of Education for review and approval.

4. All purchases related to Rutherford Hall shall be in accordance with the requirements of the New Jersey Public School Contracts Law.

5.3 The Board of Education shall approve the annual budget for Rutherford Hall, which shall be from July 1 through June 30. **For any activity or event not included in the annual budget of Rutherford Hall an additional budget must**

be submitted to the Board of Education for review and approval.

3. **4.** There shall be a monthly financial report prepared for all Rutherford Hall activities presented to the Board of Education for review and approval.

5. There shall be a budget prepared for all activities and events conducted at Rutherford Hall and submitted to the administration for review and approval.

4. **6.** All purchases related to Rutherford Hall shall be in accordance with the requirements of the New Jersey Public School Contracts Law. **The staff of Rutherford Hall will adhere to all business office requirements for the purchases of goods and services.**

7. The goal of Rutherford Hall is to be self-sustaining. In the event that the expenditures exceed the income, such deficient amount must be cured within 12 months from June 30th of the year in which the deficit occurred as reviewed and approved by the Board of Education.

6. **8.** The Board of Education shall annually approve a fee schedule for all rental uses of Rutherford Hall and its surrounding grounds. The rate schedule shall provide for a range of rental **and usage** rates for typical uses of the property, **including but not limited to, staff and custodial costs.** The Board may adjust such fees for a particular use if the Board determines special circumstances exist for such adjustment. ~~The Superintendent may at his/her discretion waive any applicable user fees.~~

D. General Operations

1. All Rutherford Hall operations shall be conducted in accordance with Board of Education policies and regulations, unless specifically exempt in this Policy.

2. The district administration must approve all rental requests lfor non-school related activities and all requests from Allamuchy Township for event types

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

3. The Board of Education requires all users of Rutherford Hall and its surrounding grounds to provide a certificate of insurance naming Rutherford Hall and the Allamuchy Board of Education as additional insured. This Certificate must be provided to the Rutherford Hall staff at least ten calendar days before the requested use. The insurance requirements for all non-school district related use shall be as follows:

- a. Property Liability \$5,000,000
- b. Personal Injury \$5,000,000
- c. Dram shop \$5,000,000 (if alcohol is served)

4. Smoking is prohibited at all times anywhere on the Rutherford Hall grounds. A renter at Rutherford Hall may request that alcohol be served at their function or event. In such an instance, the proposed scope and circumstances of the service of alcohol must be set forth in detail on the request form with assurances and protocols delineated concerning management of alcohol consumption. The District administration may grant approval of such service of alcohol taking into account the proposed scope of service, the nature of the event, conformance with

relevant state law concerning service of alcohol and all attendant circumstances. Any insurance certificate must include coverage for service of alcohol.

5. All grant applications made for or on behalf of Rutherford Hall or its operations and programming must be approved by the Board of Education. Such grant applications include but are not limited to applications made by the staff as well as made through and by affiliated organizations. Grant funds must be regularly accounted for to the Board using project budgeting/reporting in accordance with the grant agreement.

6. No positions associated with Rutherford Hall carry tenure. All employees associated with Rutherford Hall will be evaluated annually.

7. The Chief School Administrator or his designee shall report to the Board of Education at the regular monthly meeting on the operations of Rutherford Hall. Said report should include but not be limited to a financial report, planned programming, programming in development, pending grants in administration, grant applications pending, grant requests in development.

8. The Board of Education shall adopt annual goals related to Rutherford Hall, including goals concerning facilities, operations and programming.

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

A.D. Rutherford Hall Board of Advisors

1. The Board of Education recognizes the importance of capturing the wide array

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

2. The Board of Advisors shall be comprised of individuals qualified to advise and assist the Board of Education regarding Rutherford Hall in areas including but not limited to historic preservation, revenue generation, programming, fundraising, and other key strategic issues as identified by the Board of Education.

3. The Board of Advisors shall serve as a vehicle for two-way communications between Rutherford Hall and community leaders in business and labor, government, education, and volunteer organizations. The Board of Advisors shall also provide a continuing source of public awareness, information and insights regarding Rutherford Hall and potential challenges and opportunities for RH and its programs, advise and assist the Board of Education in shaping the goals, objectives, and priorities regarding Rutherford Hall, and advise and assist the Board of Education in assessing Rutherford Hall in relation to established goals, objectives and priorities.

4. The Board of Advisors shall be comprised of five to nine members who have been identified, recruited, and appointed by a majority vote of the full Board of Education. The term of each member appointed to the Board of Advisors shall be for three years, however the first appointed Board members may have staggered initial terms. A Board of Education Board member, who shall be appointed by the Board of Education President, shall serve on the Board of Advisors for a one year term. The Director of Rutherford Hall and the Superintendent of Schools shall also serve as an ex-officio members of the Board of Advisors. The Board of Advisors shall initially organize at its first meeting by voting for the following officers: Chairperson, Vice-Chairperson, and Recording Secretary. Every year thereafter, the Board of Advisors shall re-organize annually thirty days after the Board of Education re-organizes and the Board President has appointed the Board of Education member to serve on the Board of Advisors. The Board of Advisors

shall exist at the pleasure of the Board of Education. Board of Advisor members who resign or leave the Board before their term expires shall be replaced by the Board of Education. All new Board of Advisor members shall be required to attend an orientation program regarding operations, Rutherford Hall Organizational Chart, scope of authority, chain of command, vision and mission priorities, and Board of Education established goals.

5. The Board of Advisors shall meet four times annually, with meeting dates established at the first meeting of each year. Agendas for the quarterly meetings will be established by the Chairperson of the Board of Advisors, in consultation with the Board of Education or the Board of Education's appointed member to the Board of Advisors. Board of Advisor meetings or portions thereof may be open to the public and staff of Rutherford Hall as determined by the Board of Advisors. Board of Advisor members shall receive a meeting agenda with supporting documentation no later than three calendar days prior to the established meeting date. Minutes of the meetings will be sent to the Superintendent of Schools for distribution to the Board of Education no later than seven business days following the Board of Advisor's meeting.

Adopted: 28 April
2015

Re-adopted: 28 August 2017 **July 2020**