

Allamuchy Board of Education

Regular Meeting Minutes

February 8, 2021

The regular meeting of the Allamuchy Township Board of Education held on February 8, 2021 is called to order at 7:32 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko	X	
Abigail Christmann	X	
Giovanni Cusmano	7:50	
Harriett Gaddy	X	
Craig Green	X	
Lisa Moyer	X	
Venita Prudenti	X	
Mary Renaud	X	
Lisa Strutin, President	X	

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

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

Moved by Mr. Bienko and seconded by Ms. Christmann:

A. BE IT RESOLVED, that the minutes of the board reorganization meeting held on January 4, 2021, be approved, as amended to clarify the action in part B regarding the code of ethics. (Appendix 1A)

B. BE IT RESOLVED, that the minutes of the regular board meeting held on January 4, 2021, be approved. (Appendix 1B)

CARRIED: 8-0 in a roll call vote.

IV. STUDENT REPRESENTATIVE REPORT

- None

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V. ACKNOWLEDGEMENTS

GRADE	NAME	AWARD
K	Victoria Rosselot	Kindness
1	Mia Clerico	Trustworthiness
2	Adesola Adeniranye	Citizenship
3	Reagan Hill	Respect
4	Damon Ramos	Respect and Responsibility
5	Allie Rucker	Responsibility
6	Jada Gordon	Respect
7	Nicole Del Valle	Respect and Responsibility
8	Jaiden Torres	Respect
Staff Member of the Month: Emily Delaney		

VI. PRESENTATIONS

- None

VII. PRESIDENT'S REPORT

- Congratulated the students and staff acknowledged in item V.
- Thanked all staff for their continued hard work throughout the Pandemic.
- Mentioned that January is Board of Education recognition month and thanked the Board members for their service.

VIII. COMMITTEE REPORTS

A. Operations (M. Renaud)

- Budget process has begun
- Proposal to suspend pay to play fees for the 2020-21 school year
- Discussed the annual Fourth of July Fireworks event and the deposit currently due to the fireworks company

B. Human Resources (L. Moyer, Chair)

- Discussed items on the agenda, namely: stipend appointments, Supervisor of Student Support Services, assignment of technology duties, employee request for unpaid leave, and the establishment of the District's Green Team.

C. Education (C. Green, Chair)

- Acknowledged items put forth on the agenda
- Discussing status of spring sports

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- Investigating new reading series
- Discussing the establishment of a HS mentor/'buddy' program
- Looking into possibility of piloting classroom redesigns

D. Governance (G. Cusmano, Chair)

- Policy updates on the agenda

E. Town Council Liaison (M. Renaud, A.Christmann)

- Mayor had mentioned that numbers are still high and all should continue to exercise caution

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

- Entering phase 2 of the capital campaign; fundraising for air conditioning

G. Hackettstown Board of Education Representative (L. Moyer)

- Contracted with Medlabs for COVID testing on Wednesdays from 1pm-3pm
- Discussion of 'bridge year' for current seniors and juniors
- New legislation regarding testing is leading to an increase in classified students
- Plan to return to full day school in September
- Planning for spring events (i.e. concert, play)

IX. SUPERINTENDENT'S REPORT

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

Current Month: February

0 Investigation(s); 0 HIB

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

Previous Month: January

0 Investigation(s); 0 HIB

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

B. Enrollment by Grade

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

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8	53	53	52	52	53					
PSD	5	5	5	5	6					
Total	413	409	403	402	401					
9	37	39	38	38	38					
10	44	43	44	44	44					
11	41	43	41	41	41					
12	32	32	32	32	32					
Total	154	157	155	155	155					
GT	567	566	558	557	556					

C. Other Items:

- No HIBs to discuss; enrollment is stable
- County has sent a letter to the State indicating that the NJSLA assessment would not be appropriate this year under the circumstances
- Also sent a letter requesting that educational staff be moved to a higher priority on the vaccination list
- Developing a survey to determine what the community would like Rutherford Hall to be
- Pandemic team has been meeting regularly and following the data - we are still 'orange' overall but trending towards the possibility of achieving 'yellow' soon, which would allow for a resumption of the expansion of in-building attendance
- HS 'buddies' - discussed plan to enact to aid transition from ATS to the HS
- Clarified information regarding the new legislation and classifications/diagnoses
- Thanked the Board in recognition of Board of Education month

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.

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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

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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.

- Jen Fernandez, resident, asked about combining the cohorts vs. expanding the school day.

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations

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

1. Budget Adjustments (Appendix 2)

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

Expense Budget Transfers	Fund 10	\$ 347.97
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2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #31916 through #32067 for a total amount of \$879,887.97 be approved for payment.

3. Student Activity (Appendix 4)

BE IT RESOLVED, to approve the Student Activity Account balance in the amount of \$55,059.39 as of 12/31/2020.

- Ms. Moyer requested a notation that there are still open items regarding the account.

4. Monthly Certification of Budget (Appendix 5)

- a. BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of 12/31/2020 no line item account has encumbrances and Expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).
- b. BE IT RESOLVED, that Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Allamuchy Township School District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of 12/31/2020 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- c. BE IT RESOLVED, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month ending December 31, 2020 with a total Governmental Funds Account cash balance of \$849,074.84.

5. Special Education Medicaid Initiative (SEMI) Program

BE IT RESOLVED, to approve a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the

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2021-2022 school year as the Allamuchy Township Board of Education would be fewer than 30 Medicaid eligible classified students..

6. Pay to Play Fees for the 2020-21 School Year

BE IT RESOLVED, to approve the suspension of Pay to Play fees for extracurricular activities for the 2020-21 school year due to Pandemic-driven scheduling and content alterations.

7. Fourth of July Fireworks 2021 (Appendix 6)

BE IT RESOLVED, to approve the contract with Celebration Fireworks to provide the display at the 2021 event and authorize payment of the 25% deposit (\$1,840.00) as per the terms of the agreement.

8. Comprehensive Annual Financial Report (Appendix 7A and 7B)

BE IT RESOLVED, to accept the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR) for the fiscal year ended June 30, 2020.

CARRIED: 9-0 in a roll call vote on all items except:

- Ms. Moyer abstained regarding check 32016
- Ms. Prudenti abstained regarding check 31997

B. Human Resources

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

1. Personnel

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

Item	Name	Action	Position	Salary	Eff. Date
a	C.Saalfield	Appoint stipend	5/6th gr Battle of the Books	\$50/hour; not to exceed \$550	1/1/2021
b	M.Koerner	Appoint stipend	Student Council Advisor	prorated	2/8/2021
c	1. S.Greco 2. K.Stiner 3. C.Saalfield	Correct prior appointment from 2 to 3 positions	Homework Club	\$2,230 each position, prorated; not to exceed \$1,338	1/1/2021

2. Supervisor of Student Support Services (Appendix 8)

BE IT RESOLVED, to create the administrative position of Supervisor of Student Support Services, at an annual salary of 74,500 with the additional stipend of \$5,000 for additional administrative duties.

BE IT FURTHER RESOLVED, to appoint Julie Profito to the position of Supervisor of Student Support Services, effective February 9, 2021.

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3. Stipend Clarification

BE IT RESOLVED, to clarify the technology-related duties appointed to Louis Caruso at the meeting of January 4, 2021 as support duties for the Acting Superintendent, not the Technology Coordinator stipend position listed in the Collective Bargaining Agreement's Schedule A.

4. Request for Unpaid Leave (Appendix 9)

BE IT RESOLVED, to approve the request by Dr. J. Gallegly for unpaid leave beginning March 1, 2021, returning on June 21, 2021.

5. District Green Team (Appendix 10)

BE IT RESOLVED, to approve the creation of a District Green Team to investigate and implement sustainable initiatives.

CARRIED: 9-0 in a roll call vote.

C. Education

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

1. Attendance at Professional Conferences

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

Staff Member	Date	Workshop Name	Costs		
			Fee	Mileage	Total
K.Bolling	Online	Orton Gillingham Level 1 (Online)	\$ 595	\$ -	\$ 595
B.Poff	Online	Orton Gillingham Level 1 (Online)	\$ 595	\$ -	\$ 595
S.Watkins	Online	Orton Gillingham Level 1 (Online)	\$ 595	\$ -	\$ 595
M.Schmidt	05/26/2021	School Climate / Anti-Bullying Virtual Conf	\$ 99	\$ -	\$ 99
J.Profitto	05/26/2021	School Climate / Anti-Bullying Virtual Conf	\$ 99	\$ -	\$ 99
N.Serraino	Online	Yogapalooza workshop	\$ 169	\$ -	\$ 169
P.Schmiedeke	Online	NPDS Conference (virtual)	\$ 300	\$ -	\$ 300

2. Resident Non-Student Participation in Extracurricular Activities

BE IT RESOLVED, to approve resident non-student #1202 to join Band for the remainder of the 2020-21 school year.

CARRIED: Item 1 carried 9-0 in a roll call vote; item 2 carried 8-0-1 (Mr. Green abstained)

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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 Updates: (Appendix 11)

BE IT RESOLVED, to approve the first reading of the following policies at the recommendation of the Governance Committee:

0000.02	Bylaws - Introduction
0141.2	Board Member & Term - Receiving District
0152	Board Officers
0155	Board Committees
1648.02	Remote Learning Options for Families
0168	Recording Board Meetings
2415.06	Unsafe School Choice Option
4219	Commercial Driver's License Controlled Substances and Alcohol Use Testing
5517	School District Issued Student Identification Cards
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
7243	Supervision of Construction
8210	School Year
8462	Reporting Potentially Missing or Abused Children
8561	Procurement Procedures for School Nutrition Programs

2. Policy Updates: (Appendix 12)

BE IT RESOLVED, to approve the second reading of the following policies at the recommendation of the Governance Committee:

1230	Superintendent's Duties
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3. Student Activity Fund

BE IT RESOLVED, to clarify the resolution regarding 8th grade student activity funds passed during the regular meeting of July 20, 2020, confirming that if the 2020-21 eighth grade class participates in the DC trip such that the District becomes eligible for and receives the \$1,250 refund from the bus company of the 2019-20 class's deposit, then this money will be further distributed to the schools for the benefit of their HS Class of 2024 in the same manner as previously resolved.

4. Memorandum of Agreement with Law Enforcement (Appendix 13)

BE IT RESOLVED, to approve the Memorandum of Agreement between Education and Law Enforcement Officials, updated in January 2021.

CARRIED: 9-0 in a roll call vote.

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XII. OLD BUSINESS

- None

XIII. PUBLIC COMMENTS

- F. Gavin, resident, asked about board & district goals, suggested a goal be to finalize contract negotiations; asked about board self-evaluation; asked about the continued lack of board reports or newsletters to inform the general public; asked what the District's administrative structure would look like with a full time superintendent.
- E. Ozcan, resident, asked about the progress of negotiations; asked about the status of the Executive County Superintendent's instructions regarding the November appointment of Ms. Strutin; asked about the status of recording meetings.
- V. Prudenti, board member, resident, parent, asked about the imbalance of in-person instruction by cohort due to the snow closures; asked about the possibility of the District being virtual for the two weeks following spring break.
- A. Wehmeyer, resident, asked what data points the District is using to make decisions vs. other local/comparable Districts.

XIV. BOARD DISCUSSION

- Discussion of meeting minutes and the potential to record meetings in the future.

XV. EXECUTIVE SESSION

Enter Executive Session at 8:43 p.m.:

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

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

- Hearing of an employee matter
- Negotiation update
- Attorney-client advice related to pending litigation
- Personnel issue

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

CARRIED:

Executive Session

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Exit Executive Session at 10:23 p.m.:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 1 hour and 40 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 8-0 in a voice vote (Mr. Green had left the meeting at 10:19 p.m. upon recusing himself from the negotiations conversation)

XVI. ADJOURNMENT

Moved by Ms. Christmann and seconded by Ms. Prudenti, to adjourn the meeting at 10:27 p.m.

CARRIED: 8-0 in a roll call vote

Allamuchy Board of Education
Agenda for Superintendent Interview & Discussion Meetings
February 20, 2021

The special meeting of the Allamuchy Township Board of Education held on February 20, 2021 is called to order at 9:05 a.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

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

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENTS

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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.

Allamuchy Board of Education
Agenda for Superintendent Interview & Discussion Meetings
February 20, 2021

- None

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 9:06 a.m.:

Moved by Ms. Christmann and seconded by Mr. Bienko,

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 8-0 in a voice vote

Executive Session

Exit Executive Session at 11:45 a.m.:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 2 hours and 39 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 8-0 in a voice vote

V. ADJOURNMENT

Moved by Ms. Renaud and seconded by Ms. Christmann, to adjourn the meeting at 11:45 a.m.

CARRIED: 8-0 in a voice vote

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
February 22, 2021

The special meeting of the Allamuchy Township Board of Education held on February 22, 2021 is called to order at 7:03 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

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

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENTS

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- Fran Gavin, resident, inquired about how the meeting on February 20 was advertised; asked what the timing of the process is intended to be; asked where the position was posted/advertised; asked about result of the surveys; asked if the board had agreed upon qualifications of the candidates.

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 7:08 p.m.:

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

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 7-0-0 in a voice vote

Executive Session

Exit Executive Session at 9:24 p.m.:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 2 hours and 21 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 7-0-0 in a voice vote

V. ADJOURNMENT

Moved by Ms. Christmann and seconded by Dr. Gaddy, to adjourn the meeting at 9:25 p.m.

CARRIED: 7-0-0 in a voice vote

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
February 23, 2021

The special meeting of the Allamuchy Township Board of Education held on February 23, 2021 is called to order at 7:03 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko	X	
Abigail Christmann	X	
Giovanni Cusmano		X
Harriett Gaddy	X	
Craig Green		X
Lisa Moyer	X	
Venita Prudenti	8:30	
Mary Renaud	X	
Lisa Strutin, President	X	

II. PLEDGE TO THE FLAG

Kathy Helewa responded to last night's questions:

- Board is in line with draft calendar with regards to the search process and on-target to identify a successful candidate by the April 26 meeting as previously discussed
- Position was advertised on the NJSBA website
- Survey results were presented to the board to influence interview questions to be asked and refine candidate qualifications
- Board did discuss the results of the survey and came to an agreement as to the qualifications sought by the Board.

III. PUBLIC COMMENTS

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Minutes of Superintendent Interview & Discussion Meetings
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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.

- Fran Gavin, resident, thanked Ms. Helewa for her responses to the questions raised. Requested that Board release the qualifications sought. Questioned why the Board did not make public mention of the special meetings at the Feb 8 meeting. Expressed interest for more transparency into the selection process.

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 7:15 p.m.:

Moved by Ms. Christmann and seconded by Dr. Gaddy,

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 6-0-0 in a voice vote

Executive Session

Exit Executive Session at 9:30 p.m.:

Moved by Ms. Christmann and seconded by Dr. Gaddy,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 2 hours and 15 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 7-0-0 in a voice vote

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Minutes of Superintendent Interview & Discussion Meetings
February 23, 2021

V. ADJOURNMENT

Moved by Ms. Christmann and seconded by Dr. Gaddy, to adjourn the meeting at 9:30 p.m.

CARRIED: 7-0-0 in a voice vote

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
February 24, 2021

The special meeting of the Allamuchy Township Board of Education held on February 24, 2021 is called to order at 7:02 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

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

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENTS

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.

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
February 24, 2021

- Chrissie Aulenbach, resident and ATSD secretary gave a statement in support of Ms. Sabol

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 7:10 p.m.:

Moved by Dr. Gaddy and seconded by Ms. Christmann,

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 8-0-0 in a voice vote

Executive Session

Exit Executive Session at 9:50 p.m.:

Moved by Ms. Christmann and seconded by Dr. Gaddy,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 2 hours and 40 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 8-0-0 in a voice vote

V. ADJOURNMENT

Moved by Ms. Renaud and seconded by Ms. Prudenti, to adjourn the meeting at 9:50 p.m.

CARRIED: 8-0-0 in a voice vote

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
March 1, 2021

The special meeting of the Allamuchy Township Board of Education held on March 1, 2021 is called to order at 7:02 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko		X
Abigail Christmann	X	
Giovanni Cusmano	7:50	
Harriett Gaddy	X	
Craig Green		X
Lisa Moyer	X	
Venita Prudenti		X
Mary Renaud	X	
Lisa Strutin, President	X	

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENTS

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.

- None

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
March 1, 2021

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 7:10 p.m.:

Moved by Ms. Renaud and seconded by Dr. Gaddy,

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 5-0-0 in a voice vote

Executive Session

Exit Executive Session at 9:52 p.m.:

Moved by Ms. Christmann and seconded by Dr. Gaddy,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 2 hours and 42 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 6-0-0 in a voice vote

V. ADJOURNMENT

Moved by Ms. Christmann and seconded by Dr. Gaddy, to adjourn the meeting at 9:52 p.m.

CARRIED: 6-0-0 in a voice vote

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
March 2, 2021

The special meeting of the Allamuchy Township Board of Education held on March 2, 2021 is called to order at 7:02 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko	X	
Abigail Christmann	X	
Giovanni Cusmano	7:35	
Harriett Gaddy	X	
Craig Green	X	
Lisa Moyer	X	
Venita Prudenti	7:10	
Mary Renaud	X	
Lisa Strutin, President	X	

II. PLEDGE TO THE FLAG

Ms. Strutin read a statement thanking the Board for their efforts to date and updating the public as to the status and progress of the search.

III. PUBLIC COMMENTS

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.

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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

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
March 2, 2021

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.

- None

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 7:07 p.m.:

Moved by Ms. Renaud and seconded by Dr. Gaddy,

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 7-0-0 in a voice vote

Executive Session

Exit Executive Session at 9:26 p.m.:

Moved by Ms. Christmann and seconded by Dr. Gaddy,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 2 hours and 19 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 9-0-0 in a voice vote

V. ADJOURNMENT

Moved by Mr. Green and seconded by Dr. Gaddy, to adjourn the meeting at 9:30 p.m.

CARRIED: 9-0-0 in a voice vote

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
March 4, 2021

The special meeting of the Allamuchy Township Board of Education held on March 4, 2021 is called to order at 7:02 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

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

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENTS

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.

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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.

- None

Allamuchy Board of Education
Minutes of Superintendent Interview & Discussion Meetings
March 4, 2021

IV. EXECUTIVE SESSION

It is anticipated that the Board will be in Executive Session for between one and three hours.

Enter Executive Session at 7:06 p.m.:

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

BE IT RESOLVED, WHEREAS, the Board of Education must conduct interviews and/or discussions of Superintendent candidates

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

CARRIED: 7-0-0 in a voice vote

Executive Session

Exit Executive Session at 8:50 p.m.:

Moved by Ms. Christmann and seconded by Dr. Gaddy,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 1 hour and 46 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 7-0-0 in a voice vote

V. ADJOURNMENT

Moved by Dr. Gaddy and seconded by Ms. Prudenti, to adjourn the meeting at 8:55 p.m.

CARRIED: 7-0-0 in a voice vote

Comments/Description	Target Account	Target Acct Title	Source Account	Source Acct Title	Sum of Amount			
Transfers to realign instructional salaries to mid-year projections	11-000-216-100-000-000	Speech Salaries	11-000-217-106-000-001	Pers Aide Sal ATS	15,974.53			
	11-000-217-106-000-002	Pers Aide Sal MVS	11-000-217-106-000-001	Pers Aide Sal ATS	1,472.00			
	11-110-100-101-000-002	Pre K/Kindergarten Sals	11-110-100-101-000-000	Pre K/Kindergarten Specials	0.32			
	11-120-100-101-000-000	Grades 1-5 - Specials	11-120-100-101-000-002	Grades 1-2 Teachers Sals	55,162.85			
			11-190-100-104-001-000	Substitutes - Per Diem	1,994.99			
	11-120-100-101-000-001	Grades 3-5 Teacher Sals	11-190-100-104-002-000	Substitutes - Class Coverage	1,052.50			
			11-110-100-101-000-000	Pre K/Kindergarten Specials	309.60			
			11-130-100-101-000-000	Grades 6-8 - Specials	5,832.54			
			11-190-100-104-001-000	Substitutes - Per Diem	22,085.01			
	11-190-100-104-003-000	Substitutes - Permanent Sub	11-130-100-101-000-001	Grades 6-8 Teacher Sals	8,617.50			
			11-190-100-104-002-000	Substitutes - Class Coverage	2,947.50			
	11-212-100-101-000-002	MH Sal Teachers MVS	11-130-100-101-000-001	Grades 6-8 Teacher Sals	2,651.88			
	11-213-100-101-000-001	Resource Center Sal ATS	11-130-100-101-000-001	Grades 6-8 Teacher Sals	16,148.55			
	11-213-100-106-000-001	RC Aide ATS	11-212-100-101-000-001	MH Dis Teach Sal ATS	8,530.63			
			11-000-217-106-000-001	Pers Aide Sal ATS	9,961.87			
			11-212-100-101-000-001	MH Dis Teach Sal ATS	3,166.74			
			11-213-100-101-000-002	Resource Center Sal MV	124.45			
			11-213-100-106-000-002	RC Aides MVS	52,277.01			
			11-215-100-101-000-002	PSD Teacher Salary	0.18			
			11-215-100-106-000-002	PSD Aide Salary	883.00			
			11-422-100-101-000-000	ESY - Teachers	3,500.00			
			11-422-100-101-001-000	ESY - Services & Support	1,594.50			
Transfers to realign instructional salaries to mid-year projections Total					214,288.15			
Transfers to realign transportation salaries to mid-year projections	11-000-270-160-000-000	Trans Salaries - regular time	11-000-270-105-000-000	Transportation Administration	1,540.00			
			11-000-270-162-000-000	Trans Sal - aides	23,594.90			
Transfers to realign transportation salaries to mid-year projections Total					25,134.90			
Transfers to realign custodial salaries to mid-year projections	11-000-262-100-001-000	Custodial - Full Time	11-000-261-100-000-000	Plant Maint Salaries	40,744.36			
	11-000-262-100-003-000	Custodial - Substitutes	11-000-261-100-000-000	Plant Maint Salaries	10,367.29			
	11-000-263-100-000-000	Grounds Salaries	11-000-262-100-002-000	Custodial - PT Perm	72.93			
			11-000-262-100-002-000	Custodial - PT Perm	7,779.61			
Transfers to realign custodial salaries to mid-year projections Total					58,964.19			
Transfers to realign admin salaries to mid-year projections	11-000-230-100-000-000	Admin Salaries	11-000-240-103-000-002	Sal Asst Princ/Prog Dir	459.44			
	11-000-240-103-000-001	School Princ Salary	11-000-240-105-000-001	School Secty Salary ATS	16,336.96			
			11-000-230-320-001-000	Shared services CSA	29,168.85			
			11-000-240-105-000-001	School Secty Salary ATS	11,216.99			
			11-000-251-100-000-000	Business Office Salary	2,263.98			
	11-000-240-105-000-002	Sal of Secretary MVS	11-000-230-320-001-000	Shared services CSA	7,275.40			
Transfers to realign admin salaries to mid-year projections Total					66,721.62			
Fund updated projection for tuition a/c's	11-000-100-562-000-000	Tuition LEA Sp Ed	11-000-100-566-000-000	Tuition Priv Schls NJ	29,400.00			
			11-000-100-569-000-000	Tuition - Other	14,000.00			
			11-150-100-101-000-000	Home Instr Salary	2,000.00			
			11-150-100-320-000-000	Home Instr - Contracted	3,000.00			
			11-190-100-320-000-000	Pur Prof Educational Serv	5,250.00			
			11-212-100-300-000-000	Multiple Dis Prof Serv	4,400.00			
			11-401-100-100-000-000	Co-Curric Salary	6,950.00			
			11-000-221-104-000-000	Imp of Inst Svcs Salary	7,350.00			
	11-000-100-563-000-000	Voc. School Dist	11-401-100-100-000-000	Co-Curric Salary	8,050.00			
			11-402-100-100-000-000	Salaries - Coaches	5,000.00			
			Fund updated projection for tuition a/c's Total					85,400.00
			Correct classification of aides	11-212-100-106-000-002	Multiple Dis Aide Sal MVS	11-000-217-106-000-002	Pers Aide Sal MVS	18,720.00
11-213-100-106-000-002	RC Aides MVS	11-000-217-106-000-002		Pers Aide Sal MVS	32,395.25			
11-215-100-106-000-002	PSD Aide Salary	11-000-217-106-000-002		Pers Aide Sal MVS	883.00			
Correct classification of aides Total					51,998.25			
Fund additional custodial supplies	11-000-262-610-000-000	Custodial Supplies	11-000-270-503-000-000	Trans - AILO for Non-Public	10,000.00			
Fund additional custodial supplies Total					10,000.00			
Fund overbudget legal expenses	11-000-230-331-000-000	Admin Legal Svcs	11-000-270-443-000-000	Trans Lease Purchase Pmnt	17,000.00			
			11-000-270-518-000-000	Trans Cont Svcs Sp Ed ESC/	20,000.00			
Fund overbudget legal expenses Total					37,000.00			
Fund superintendent search fee	11-000-230-530-000-000	Admin Commun/Telephone	11-000-230-590-000-000	Admin Insurance Elem	12,500.00			
Fund superintendent search fee Total					12,500.00			
general January transfers	11-000-213-600-000-000	Health Supply	11-190-100-890-000-000	Other Objects	5.72			
	11-000-219-104-000-000	CST Prof Salaries	11-000-219-600-000-000	CST Supplies	64.93			
	11-000-223-500-000-000	Staff Training	11-000-222-600-000-000	Library Supplies	351.20			
	11-000-251-340-000-000	Bus Office Purch Tech Svcs	11-000-240-600-000-000	School Office Supplies	190.50			
	11-000-261-800-000-000	Maint Other Objects	11-000-262-100-002-000	Custodial - PT Perm	750.00			
	11-000-262-420-000-000	Cust Clng Rep & Maint Svcs	11-000-262-100-002-000	Custodial - PT Perm	14,250.00			
			11-190-100-890-000-000	Other Objects	750.00			
	11-000-262-800-000-000	Custodial Other Objects	11-000-262-100-002-000	Custodial - PT Perm	10,000.00			
	11-190-100-610-000-000	Gen'l Supplies	11-000-213-800-000-000	Health Other Obj	5.72			
			11-000-261-610-000-000	Maint Supplies	750.00			
			11-190-100-890-000-000	Other Objects	3,378.28			
	11-190-100-640-000-000	Textbooks	11-190-100-890-000-000	Other Objects	66.00			
general January transfers Total					30,562.35			
Transfers to fund transp repairs & maintenance	11-000-270-420-000-000	Trans Repair/Maintenance	11-000-270-161-000-000	Trans Salaries - extra time	11,000.00			
			11-000-270-390-000-000	Trans Commun Services	7,150.13			
Transfers to fund transp repairs & maintenance Total					18,150.13			
Grand Total					610,719.59			

Allamuchy Board of Education Budget Adjustments printed on 3/8/2021
 Report Includes Effective Dates from Jan 01, 2021 to Jan 31, 2021

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
01/01/2111-000-213-800-000-000	Health Other Obj	11-190-100-610-000-000		5.72
		Gen'l Supplies	general January transfers	
01/01/2111-000-261-610-000-000	Maint Supplies	11-190-100-610-000-000		750.00
		Gen'l Supplies	general January transfers	
01/01/2111-190-100-890-000-000	Other Objects	11-190-100-610-000-000		3,378.28
		Gen'l Supplies	general January transfers	
01/01/2111-190-100-890-000-000	Other Objects	11-190-100-640-000-000		66.00
		Textbooks	general January transfers	
01/01/2111-190-100-890-000-000	Other Objects	11-000-213-600-000-000		5.72
		Health Supply	general January transfers	
01/01/2111-190-100-890-000-000	Other Objects	11-000-262-420-000-000		750.00
		Cust Cng Rep & Maint Svcs	general January transfers	
01/01/2111-000-262-100-002-000	Custodial - PT Perm	11-000-262-420-000-000		14,250.00
		Cust Cng Rep & Maint Svcs	general January transfers	
01/01/2111-000-262-100-002-000	Custodial - PT Perm	11-000-262-800-000-000		10,000.00
		Custodial Other Objects	general January transfers	
01/01/2111-000-262-100-002-000	Custodial - PT Perm	11-000-261-800-000-000		750.00
		Maint Other Objects	general January transfers	
01/01/2111-000-219-600-000-000	CST Supplies	11-000-219-104-000-000		64.93
		CST Prof Salaries	general January transfers	
01/01/2111-000-222-600-000-000	Library Supplies	11-000-223-500-000-000		351.20
		Staff Training	general January transfers	
01/01/2111-000-100-566-000-000	Tuition Priv Schls NJ	11-000-100-562-000-000		29,400.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-000-100-569-000-000	Tuition - Other	11-000-100-562-000-000		14,000.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-150-100-320-000-000	Home Instr - Contracted	11-000-100-562-000-000		3,000.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-150-100-101-000-000	Home Instr Salary	11-000-100-562-000-000		2,000.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-190-100-320-000-000	Pur Prof Educational Serv	11-000-100-562-000-000		5,250.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-212-100-300-000-000	Multiple Dis Prof Serv	11-000-100-562-000-000		4,400.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-401-100-100-000-000	Co-Curric Salary	11-000-100-562-000-000		6,950.00
		Tuition LEA Sp Ed	Fund updated projection for tuition a/c's	
01/01/2111-401-100-100-000-000	Co-Curric Salary	11-000-100-563-000-000		8,050.00
		Voc. School Dist	Fund updated projection for tuition a/c's	
01/01/2111-402-100-100-000-000	Salaries - Coaches	11-000-100-563-000-000		5,000.00
		Voc. School Dist	Fund updated projection for tuition a/c's	
01/01/2111-000-240-600-000-000	School Office Supplies	11-000-251-340-000-000		190.50
		Bus Office Purch Tech Svcs	general January transfers	

01/01/2111-000-221-104-000-000 Imp of Inst Svcs Salary	11-000-100-563-000-000 Voc. School Dist	Fund updated projection for tuition a/c's	7,350.00
01/01/2111-000-270-518-000-000 Trans Cont Svcs Sp Ed ESC/	11-000-230-331-000-000 Admin Legal Svcs	Fund overbudget legal expenses	20,000.00
01/01/2111-000-270-443-000-000 Trans Lease Purchase Pmnt	11-000-230-331-000-000 Admin Legal Svcs	Fund overbudget legal expenses	17,000.00
01/01/2111-000-270-161-000-000 Trans Salaries - extra time	11-000-270-420-000-000 Trans Repair/Maintenance	Transfers to fund transp repairs & maintenance	11,000.00
01/01/2111-000-270-390-000-000 Trans Commun Services	11-000-270-420-000-000 Trans Repair/Maintenance	Transfers to fund transp repairs & maintenance	7,150.13
01/01/2111-000-230-590-000-000 Admin Insurance Elem	11-000-230-530-000-000 Admin Commun/Telephone	Fund superintendent search fee	12,500.00
01/01/2111-000-270-503-000-000 Trans - AILO for Non-Public	11-000-262-610-000-000 Custodial Supplies	Fund additional custodial supplies	10,000.00
01/31/2111-120-100-101-000-002 Grades 1-2 Teachers Sals	11-110-100-101-000-002 Pre K/Kindergarten Sals	Transfers to realign instructional salaries to mid-year projection	55,162.85
01/31/2111-110-100-101-000-000 Pre K/Kindergarten Specials	11-110-100-101-000-002 Pre K/Kindergarten Sals	Transfers to realign instructional salaries to mid-year projection	0.32
01/31/2111-110-100-101-000-000 Pre K/Kindergarten Specials	11-120-100-101-000-001 Grades 3-5 Teacher Sals	Transfers to realign instructional salaries to mid-year projection	309.60
01/31/2111-130-100-101-000-000 Grades 6-8 - Specials	11-120-100-101-000-001 Grades 3-5 Teacher Sals	Transfers to realign instructional salaries to mid-year projection	5,832.54
01/31/2111-190-100-104-001-000 Substitutes - Per Diem	11-120-100-101-000-001 Grades 3-5 Teacher Sals	Transfers to realign instructional salaries to mid-year projection	22,085.01
01/31/2111-190-100-104-001-000 Substitutes - Per Diem	11-120-100-101-000-000 Grades 1-5 - Specials	Transfers to realign instructional salaries to mid-year projection	1,994.99
01/31/2111-190-100-104-002-000 Substitutes - Class Coverage	11-120-100-101-000-000 Grades 1-5 - Specials	Transfers to realign instructional salaries to mid-year projection	1,052.50
01/31/2111-190-100-104-002-000 Substitutes - Class Coverage	11-190-100-104-003-000 Substitutes - Permanent Sub	Transfers to realign instructional salaries to mid-year projection	2,947.50
01/31/2111-130-100-101-000-001 Grades 6-8 Teacher Sals	11-190-100-104-003-000 Substitutes - Permanent Sub	Transfers to realign instructional salaries to mid-year projection	8,617.50
01/31/2111-130-100-101-000-001 Grades 6-8 Teacher Sals	11-212-100-101-000-002 MH Sal Teachers MVS	Transfers to realign instructional salaries to mid-year projection	2,651.88
01/31/2111-130-100-101-000-001 Grades 6-8 Teacher Sals	11-213-100-101-000-001 Resource Center Sal ATS	Transfers to realign instructional salaries to mid-year projection	16,148.55
01/31/2111-212-100-101-000-001 MH Dis Teach Sal ATS	11-213-100-101-000-001 Resource Center Sal ATS	Transfers to realign instructional salaries to mid-year projection	8,530.63

01/31/2111-212-100-101-000-001 MH Dis Teach Sal ATS	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	3,166.74
01/31/2111-213-100-101-000-002 Resource Center Sal MV	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	124.45
01/31/2111-213-100-106-000-002 RC Aides MVS	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	52,277.01
01/31/2111-215-100-101-000-002 PSD Teacher Salary	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	0.18
01/31/2111-215-100-106-000-002 PSD Aide Salary	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	883.00
01/31/2111-422-100-101-000-000 ESY - Teachers	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	3,500.00
01/31/2111-422-100-101-001-000 ESY - Services & Support	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	1,594.50
01/31/2111-000-217-106-000-001 Pers Aide Sal ATS	11-213-100-106-000-001 RC Aide ATS	Transfers to realign instructional salaries to mid-year projection	9,961.87
01/31/2111-000-217-106-000-001 Pers Aide Sal ATS	11-000-216-100-000-000 Speech Salaries	Transfers to realign instructional salaries to mid-year projection	15,974.53
01/31/2111-000-217-106-000-001 Pers Aide Sal ATS	11-000-217-106-000-002 Pers Aide Sal MVS	Transfers to realign instructional salaries to mid-year projection	1,472.00
01/31/2111-000-261-100-000-000 Plant Maint Salaries	11-000-262-100-001-000 Custodial - Full Time	Transfers to realign custodial salaries to mid-year projection	40,744.36
01/31/2111-000-261-100-000-000 Plant Maint Salaries	11-000-262-100-003-000 Custodial - Substitutes	Transfers to realign custodial salaries to mid-year projection	10,367.29
01/31/2111-000-262-100-002-000 Custodial - PT Perm	11-000-262-100-003-000 Custodial - Substitutes	Transfers to realign custodial salaries to mid-year projection	72.93
01/31/2111-000-262-100-002-000 Custodial - PT Perm	11-000-263-100-000-000 Grounds Salaries	Transfers to realign custodial salaries to mid-year projection	7,779.61
01/31/2111-000-270-105-000-000 Transportation Administration	11-000-270-160-000-000 Trans Salaries - regular time	Transfers to realign transportation salaries to mid-year projection	1,540.00
01/31/2111-000-270-162-000-000 Trans Sal - aides	11-000-270-160-000-000 Trans Salaries - regular time	Transfers to realign transportation salaries to mid-year projection	23,594.90
01/31/2111-000-240-103-000-002 Sal Asst Princ/Prog Dir	11-000-230-100-000-000 Admin Salaries	Transfers to realign admin salaries to mid-year projection	459.44
01/31/2111-000-240-105-000-001 School Secty Salary ATS	11-000-230-100-000-000 Admin Salaries	Transfers to realign admin salaries to mid-year projection	16,336.96

Report Includes Effective Dates from Jan 01, 2021 to Jan 31, 2021

01/31/2111-000-240-105-000-001 School Secty Salary ATS	11-000-240-103-000-001 School Princ Salary	Transfers to realign admin salaries to mid-year projection	11,216.99
01/31/2111-000-251-100-000-000 Business Office Salary	11-000-240-103-000-001 School Princ Salary	Transfers to realign admin salaries to mid-year projection	2,263.98
01/31/2111-000-230-320-001-000 Shared services CSA	11-000-240-103-000-001 School Princ Salary	Transfers to realign admin salaries to mid-year projection	29,168.85
01/31/2111-000-230-320-001-000 Shared services CSA	11-000-240-105-000-002 Sal of Secretary MVS	Transfers to realign admin salaries to mid-year projection	7,275.40
01/31/2111-000-217-106-000-002 Pers Aide Sal MVS	11-213-100-106-000-002 RC Aides MVS	Correct classification of aides	32,395.25
01/31/2111-000-217-106-000-002 Pers Aide Sal MVS	11-212-100-106-000-002 Multiple Dis Aide Sal MVS	Correct classification of aides	18,720.00
01/31/2111-000-217-106-000-002 Pers Aide Sal MVS	11-215-100-106-000-002 PSD Aide Salary	Correct classification of aides	883.00

The total of all Budget Adjustments for fund 10 is: **610,719.59**

Allamuchy Board of Education Check Register from 2/5/2021 to 3/12/2021 for All Funds

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
32032	1/27/21	Sherwin-Willaims Co.	Check voided on 2/19/2021		
		Custodial supplies	(144.39)	P202100331	11-000-262-610-000-000
		Painting supplies etc	(84.83)	P202100319	11-000-262-610-000-000
		Painting supplies etc	(35.74)	P202100319	11-000-262-610-000-000
		Painting supplies etc	(81.00)	P202100319	11-000-262-610-000-000
		flooring/painting supplies	(78.34)	P202100341	11-000-262-610-000-000
		Total Check Amount:	(424.30)		
32035	2/4/21	Super Heat Inc.	Check voided on 3/4/2021		
		hot water pump	(51.00)	P202100295	11-000-262-420-000-000
		boiler heating repairs	(720.40)	P202100336	11-000-262-420-000-000
		Total Check Amount:	(771.40)		
32036	2/5/21	WARREN CO SPEC SVCS SC D			
		Transp Services Spec Ed	8,710.01	P202100233	11-000-270-518-000-000
32037	2/5/21	Cintas			
		maintenance supplies	2,241.14	P202100398	11-000-262-610-000-000
		maintenance supplies	1,870.52	P202100398	11-000-262-610-000-000
		Total Check Amount:	4,111.66		
32038	2/5/21	Bahl, Divya			
		Interpreter Services	65.00	P202100400	11-000-219-104-000-000
32039	2/5/21	United Site Services			
		waste pickup at ATS MVS	234.64	P202100068	11-000-261-420-001-000
		waste pickup at ATS MVS	254.54	P202100068	11-000-261-420-001-000
		Total Check Amount:	489.18		
32040	2/5/21	Nitty Gritty Science, LLC			
		Deb DeAngelis Demo Days (Nov 8-9)	49.00	P202100271	11-000-223-500-000-000
32042	2/5/21	South Paw Enterprises			
		Resistance Banks	95.95	P202100366	11-000-219-600-000-000
32043	2/5/21	VIKING TERMITE & PEST			
		Pest control	243.80	P202100045	11-000-261-420-001-000
		Pest control	54.51	P202100045	11-000-261-420-001-000
		Pest control	267.34	P202100045	11-000-261-420-001-000
		Total Check Amount:	565.65		
32046	2/5/21	Jersey Central Power & Light			
		Electric	928.52	P202100017	11-000-262-622-000-002
		Electric	2,151.40	P202100017	11-000-262-622-000-002
		Total Check Amount:	3,079.92		
32047	2/5/21	Haggerty, Wayne	**VOIDED**	Check voided on 2/12/2021	
32048	2/5/21	Shaeffer, Stephanie			
		2020-21 services	975.00	P202100213	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>
32049	2/5/21	Amazon Capital Services			
		class supplies	47.98	P202100075	11-190-100-610-000-000
		class supplies	177.89	P202100075	11-190-100-610-000-000
		class supplies	48.72	P202100075	11-190-100-610-000-000
		class supplies	94.80	P202100075	11-190-100-610-000-000
		maintenance supplies	611.23	P202100373	11-000-261-610-000-000
		maintenance supplies	137.91	P202100373	11-000-261-610-000-000
		maintenance supplies	(24.99)	P202100373	11-000-261-610-000-000
		iPads	24.99	P202000666	20-231-100-600-000-000
		Total Check Amount:	1,118.53		
32050	2/5/21	Amazon Capital Services			
		Dist Grounds	68.18	P202100407	11-000-263-600-000-000
		Dist Grounds	569.93	P202100407	11-000-263-600-000-000
		Total Check Amount:	638.11		
32051	2/5/21	Warren County Technical School			
		5 FTE x \$5100 (est)	5,095.20	P202100211	11-000-100-563-000-000
32052	2/5/21	Municipal Capital Corp.			
		copier leases	1,372.00	P202100028	11-190-100-340-000-000
32053	2/5/21	WageWorks, Inc.			
		Cobra	57.00	P202100097	11-000-291-270-000-000
32054	2/5/21	WageWorks, Inc.			
		FSA Health care	91.20	P202100098	11-000-291-270-000-000
32055	2/5/21	New Jersey Schools Insurance Group			
		workers comp	5,140.82	P202100237	11-000-291-260-000-000
32056	2/5/21	Hackettstown Supply Co., Inc.			
		hardware etc	26.88	P202100408	11-000-261-610-000-000
32057	2/5/21	Duke's Landscape Management, Inc.			
		RH Grounds/Landscape	1,053.60	P202100044	11-000-263-300-000-000
32058	2/5/21	Yudichak, Kenneth			
		Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32059	2/5/21	Integrated Therapeutics Group, LLC			
		2020-21 tuition	16,740.00	P202100195	11-000-100-562-000-000
32060	2/5/21	JDM Group			
		tech services	4,216.67	P202100022	11-190-100-340-000-000
N1217	2/5/21	WEX Bank			
		Fuel for Buses	2,389.60	P202100313	11-000-270-600-000-000

<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>
32061	2/8/21	Mountain View Property Management LLC			
		Consulting Fee - Jan 2021	750.00	P202100409	11-000-261-420-001-000
		Consulting Fee - Feb 2021	750.00	P202100409	11-000-261-420-001-000
		Total Check Amount:	1,500.00		
32062	2/8/21	Brookaire Company			
		Pleated filters	1,267.80	P202100403	11-000-262-610-000-000
32063	2/8/21	Eurofins			
		Monitoring well.Ground Waters	422.25	P202100404	11-000-262-300-000-000
32064	2/8/21	Cintas			
		Custodial Supplies	86.27	P202100394	11-000-262-610-000-000
		Custodial Supplies	94.96	P202100394	11-000-262-610-000-000
		Custodial Supplies	40.00	P202100394	11-000-262-610-000-000
		Total Check Amount:	221.23		
32065	2/8/21	Zonar Systems			
		Install GPS device	1,100.00	P202100388	11-000-270-600-000-000
		Install GPS device	11.52	P202100388	11-000-270-600-000-000
		Total Check Amount:	1,111.52		
32066	2/8/21	Quiles, Kimberly			
		aid in lieu	500.00	P202100391	11-000-270-503-000-000
32067	2/8/21	di Palma, Steven & Christine			
		Aid in Lieu	500.00	P202100157	11-000-270-503-000-000
N0230	2/8/21	First Data Global Leasing - Transfirst			
		CC on-site scanner rental (34.98/mo + 10.20 ann'	34.98	P202100205	60-990-320-891-100-000
N0231	2/10/21	Transfirst			
		CC processing fees	176.05	P202100204	60-990-320-891-100-000

<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>
N0211	2/11/21	PAYROLL			
		STATE A/R	10,756.25	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Class Coverage	98.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	1,400.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	2,977.50	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,592.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	4,785.19	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	8,534.75	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,146.05	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	629.15	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Sal - aides	456.96	P202100001	11-000-270-162-000-000
		PERS FICA	4,283.66	P202100002	11-000-291-220-000-000
		PERS FICA	55.80	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	146.59	P202100002	11-000-291-249-000-000
		Employee Benefits	36.18	P202100001	11-000-291-290-000-000
		Employee Benefits	15.17	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	1,101.42	P202100001	60-990-320-182-200-000
Total Check Amount:			220,183.61		

<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>
32041	2/15/21	Super Heat Inc. hot water pump	199.71	P202100295	11-000-262-420-000-000
		Bus repair and services	720.40	P202100399	11-000-270-420-000-000
		Bus repair and services	8,097.97	P202100399	11-000-270-420-000-000
		Bus repair and services	1,696.10	P202100399	11-000-270-420-000-000
		Bus repair and services	1,384.29	P202100399	11-000-270-420-000-000
		Bus repair and services	612.77	P202100399	11-000-270-420-000-000
		Bus repair and services	3,181.09	P202100399	11-000-270-420-000-000
		Total Check Amount:	15,892.33		
32068	2/18/21	Haggerty, Wayne bus yard & buses plow	2,025.00	P202100401	11-000-270-420-000-000
32069	2/18/21	Advance Auto Parts Bus/Maintenance supplies	220.64	P202100066	11-000-270-600-000-000
32070	2/18/21	QUILL CORPORATION post notes 1099-misc mag glass	23.45	P202100397	11-000-219-600-000-000
		office supplies	9.34	P202100201	11-000-230-610-000-000
		office supplies	13.59	P202100201	11-000-230-610-000-000
		Total Check Amount:	46.38		
32072	2/18/21	Allied Oil Company Heatling oil	4,336.28	P202100021	11-000-262-624-000-001
		Heatling oil	5,554.70	P202100021	11-000-262-624-000-001
		Total Check Amount:	9,890.98		
32073	2/18/21	Broadstep Academy New Jersey, Inc. Tuition	7,747.92	P202100069	11-000-100-566-000-000
		One to One Aide	1,615.00	P202100069	11-000-100-566-000-000
		Total Check Amount:	9,362.92		
32074	2/18/21	DELTA DENTAL Dental Ins	5,312.71	P202100200	11-000-291-270-000-000
		Dental Ins	314.19	P202100200	11-000-291-270-000-000
		Total Check Amount:	5,626.90		
32075	2/18/21	Direct Waste Services, Inc. Waster service ATS & MVS	698.00	P202100012	11-000-261-420-001-000
32076	2/18/21	Duke's Landscape Management, Inc. RH Grounds/Landscape	1,053.60	P202100044	11-000-263-300-000-000
32077	2/18/21	ECLC OOD Tuition 20-21	7,132.53	P202100334	11-000-100-566-000-000
32079	2/18/21	JDM Group tech services	4,216.67	P202100022	11-190-100-340-000-000
32080	2/18/21	Cablevision Lightpath Inc. internet provider	3,145.34	P202100129	11-000-230-530-000-000

<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>
32081	2/18/21	Marlin Business Bank post base with scale	36.83	P202100071	11-000-230-530-000-000
32082	2/18/21	Municipal Capital Corp.	**VOIDED**	Check voided on 2/26/2021	
32083	2/18/21	NJ Advance Media Meeting notices, vacancies. etc	28.35	P202100315	11-000-230-530-000-000
32084	2/18/21	Times Herald Record publications & affidavits	29.33	P202100127	11-000-230-530-000-000
32085	2/18/21	New Jersey Schools Insurance Group workers comp	5,140.82	P202100237	11-000-291-260-000-000
32086	2/18/21	ReadyRefresh by Nestle Drinking water & supplies	7.98	P202100330	60-990-320-890-200-000
32087	2/18/21	Ridge & Valley Charter School Tuition charter school	69.00	P202100190	11-000-100-569-000-000
32088	2/18/21	Shred-it USA Shredding	432.66	P202100131	11-000-262-420-000-000
32089	2/18/21	SUBURBAN PROPANE green house & treatment plant	394.58	P202100182	11-000-262-621-000-001
32090	2/18/21	UNUM LIFE INS CO. Disability Ins	2,140.56	P202100143	11-000-291-270-000-000
		Disability Ins	2,140.56	P202100143	11-000-291-270-000-000
Total Check Amount:			4,281.12		
32091	2/18/21	Warren County Technical School 5 FTE x \$5100 (est)	5,095.20	P202100211	11-000-100-563-000-000
32092	2/18/21	WARREN CO SPEC SVCS SC D Music Therapy	927.50	P202100345	11-000-217-320-000-000
32093	2/18/21	Yudichak, Kenneth Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32094	2/18/21	Schmidt, Megan Medical Health First Aid reimb for course	35.00	P202100411	11-000-223-500-000-000
32095	2/18/21	WARREN CO SPEC SVCS SC D LDTC 20-21 services	4,875.00	P202100415	11-000-217-320-000-000
		BEH services	390.00	P202100415	11-000-217-320-000-000
		BEH services	195.00	P202100415	11-000-217-320-000-000
		LDTC 20-21 services	4,948.12	P202100415	11-000-217-320-000-000
Total Check Amount:			10,408.12		

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32096	2/18/21	Abcode Security, Inc.			
		MV Viking Dialer etc	378.00	P202100414	11-000-261-420-001-000
		MV Pardokey keypad & battery	390.00	P202100414	11-000-261-420-001-000
		Alarm 4G replacment	150.00	P202100414	60-990-320-420-000-000
		Total Check Amount:	918.00		
32097	2/18/21	Treasurer - State of NJ			
		Site remediation	875.00	P202100413	11-000-262-420-000-000
32098	2/18/21	Treasurer - State of NJ			
		enviromental protection compliance & enforceme	2,500.00	P202100412	11-000-262-420-000-000
N0320	2/18/21	Jersey Central Power & Light			
		Electric	3,244.46	P202100017	11-000-262-622-000-001
		Electric	6.88	P202100017	11-000-262-622-000-001
		Electric	6.88	P202100017	11-000-262-622-000-001
		Electric	45.00	P202100017	11-000-262-622-000-002
		Electric	5,159.94	P202100017	11-000-262-622-000-002
		Electric	487.76	P202100017	11-000-262-622-000-003
		Total Check Amount:	8,950.92		
32099	2/19/21	Hunterdon Preparatory Center			
		OOD Tuition	6,195.05	P202100029	11-000-100-566-000-000
32100	2/19/21	Sherwin-Willaims Co.			
		Painting supplies etc	65.90	P202100319	11-000-262-610-000-000
32101	2/19/21	Sherwin-Willaims Co.			
		Custodial supplies	3.32	P202100331	11-000-262-610-000-000
		Custodial supplies	29.22	P202100331	11-000-262-610-000-000
		Custodial supplies	7.76	P202100331	11-000-262-610-000-000
		Custodial supplies	35.74	P202100331	11-000-262-610-000-000
		Total Check Amount:	76.04		
32102	2/19/21	Sherwin-Willaims Co.			
		flooring/painting supplies	84.83	P202100341	11-000-262-610-000-000
		flooring/painting supplies	81.00	P202100341	11-000-262-610-000-000
		flooring/painting supplies	618.69	P202100341	11-000-262-610-000-000
		flooring/painting supplies	140.49	P202100341	11-000-262-610-000-000
		Total Check Amount:	925.01		
32103	2/19/21	Hoover Truck Centers			
		Bus and van repairs and service	620.19	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	898.22	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	334.36	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	499.35	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	83.23	P202100016	11-000-270-420-000-000
		Total Check Amount:	2,435.35		
32104	2/20/21	R&L DataCenters, Inc.			
		W2 forms & Jan 21 payroll	1,689.00	P202100125	11-000-230-339-000-000

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32105	2/22/21	DR. JAIN School Physician 20/21	2,000.00	P202100402	11-000-213-300-000-000
32106	2/22/21	Haggerty, Wayne bus yard & buses plow	835.00	P202100401	11-000-270-420-000-000
32108	2/22/21	Advance Auto Parts Bus/Maintenance supplies	34.94	P202100066	11-000-270-600-000-000
32109	2/23/21	Arthur J. Gallagher Risk Management Services, I Renewal Bond 20-21	532.00	P202100419	11-000-230-590-000-000
32110	2/24/21	Rymon, Karen OT Services	2,372.00	P202100218	20-250-200-300-000-000
32111	2/24/21	Shaeffer, Stephanie 2020-21 services	780.00	P202100213	11-000-216-320-000-000
32113	2/26/21	CDK SYSTEMS ACA reporting	190.50	P202100417	11-000-251-340-000-000

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N0225	2/26/21	PAYROLL			
		STATE A/R	10,756.25	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Per Diem	2,280.00	P202100001	11-190-100-104-001-000
		Substitutes - Class Coverage	91.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	1,300.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	2,977.50	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,592.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	4,785.19	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	8,534.75	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,096.70	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	1,089.43	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	2,352.39	P202100001	11-000-270-161-000-000
		Trans Sal - aides	285.60	P202100001	11-000-270-162-000-000
		PERS FICA	4,628.35	P202100002	11-000-291-220-000-000
		PERS FICA	55.75	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	148.73	P202100002	11-000-291-249-000-000
		Employee Benefits	36.70	P202100001	11-000-291-290-000-000
		Employee Benefits	15.39	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	841.92	P202100001	60-990-320-182-200-000
Total Check Amount:			225,036.59		
N0226	2/26/21	FP Mailing Solutions			
		postage meter	250.00	P202100081	11-000-230-530-000-000

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N0321	2/26/21	Horizon BCBSNJ			
		POS	7,215.74	P202100004	11-000-291-270-000-000
		Ominia	87,439.80	P202100004	11-000-291-270-000-000
		Comp/Presc	1,101.22	P202100004	11-000-291-270-000-000
		Total Check Amount:	95,756.76		
N0227	3/1/21	WEX Bank			
		Fuel for Buses	2,750.67	P202100313	11-000-270-600-000-000
32071	3/4/21	Super Heat Inc.			
		Heating and plumbing services	720.40	P202100424	11-000-262-420-000-000
		Heating and plumbing services	51.00	P202100424	11-000-262-420-000-000
		Heating and plumbing services	4,862.28	P202100424	11-000-262-420-000-000
		Heating and plumbing services	3,850.17	P202100424	11-000-262-420-000-000
		Heating and plumbing services	1,167.79	P202100424	11-000-262-420-000-000
		Heating and plumbing services	3,163.84	P202100424	11-000-262-420-000-000
		Heating and plumbing services	(612.77)	P202100424	11-000-262-420-000-000
		Heating and plumbing services	459.00	P202100424	11-000-262-420-000-000
		Total Check Amount:	13,661.71		
32078	3/4/21	Integrated Therapeutics Group, LLC			
		2020-21 tuition	9,900.00	P202100195	11-000-100-562-000-000
		2020-21 tuition	7,560.00	P202100195	11-000-100-562-000-000
		Total Check Amount:	17,460.00		
32107	3/5/21	United Site Services			
		waste pickup at ATS MVS	790.79	P202100068	11-000-261-420-001-000
32112	3/5/21	JW Pepper & Son, Inc.			
		Music 4 bundles for choir	185.98	P202100393	11-190-100-610-000-000
N0228	3/5/21	WEX Bank			
		Fuel for Buses	1,749.54	P202100313	11-000-270-600-000-000
32114	3/9/21	Broadstep Academy New Jersey, Inc.			
		Tuition	7,385.68	P202100069	11-000-100-566-000-000
		One to One Aide	1,900.00	P202100069	11-000-100-566-000-000
		Tuition - YS	1,729.52	P202100069	20-250-100-300-000-000
		Total Check Amount:	11,015.20		
32115	3/9/21	RK Environmental			
		Methanol Spill	37,393.78	P202100428	12-000-400-710-000-000
		Methanol Spill	1,882.50	P202100428	12-000-400-710-000-000
		Total Check Amount:	39,276.28		
32116	3/9/21	Allied Oil Company			
		Heatling oil	8,878.65	P202100021	11-000-262-624-000-001

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32117	3/9/21	Cintas			
		Custodial Supplies	1,749.25	P202100394	11-000-262-610-000-000
		maintenance supplies	2,146.18	P202100398	11-000-262-610-000-000
		Total Check Amount:	<u>3,895.43</u>		
32118	3/9/21	Hunterdon Preparatory Center			
		OOD Tuition	4,040.25	P202100029	20-250-100-300-000-000
32119	3/9/21	Integrated Therapeutics Group, LLC			
		2020-21 tuition	17,460.00	P202100195	11-000-100-562-000-000
32120	3/9/21	NJPSA			
		NJPSA ID 45091	845.00	P202100426	11-000-230-890-000-000
32121	3/9/21	SUBURBAN PROPANE			
		green house & treatment plant	201.27	P202100182	11-000-262-621-000-001
32122	3/9/21	VIKING TERMITE & PEST			
		Pest control	54.51	P202100045	11-000-261-420-001-000
		Pest control	244.20	P202100045	11-000-261-420-001-000
		Pest control	267.34	P202100045	11-000-261-420-001-000
		Total Check Amount:	<u>566.05</u>		
32123	3/9/21	Warren County Technical School			
		5 FTE x \$5100 (est)	4,645.20	P202100211	11-000-100-563-000-000
32124	3/9/21	WARREN CO SPEC SVCS SC D			
		Music Therapy	927.50	P202100345	20-250-200-300-000-000
32125	3/9/21	WARREN CO SPEC SVCS SC D			
		Transp Services Spec Ed	8,899.45	P202100233	11-000-270-518-000-000
32126	3/9/21	Yudichak, Kenneth			
		Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32127	3/9/21	Zonar Systems			
		bus radio services	336.00	P202100126	11-000-270-600-000-000
		bus radio services	336.00	P202100126	11-000-270-600-000-000
		Total Check Amount:	<u>672.00</u>		
32128	3/10/21	Super Heat Inc.			
		Heating and plumbing services	2,952.30	P202100424	11-000-262-420-000-000
32129	3/10/21	Busch Law Group, LLC			
		Legal Services	7,904.00	P202100387	11-000-230-331-000-000
		Legal Services	4,976.00	P202100387	11-000-230-331-000-000
		Total Check Amount:	<u>12,880.00</u>		
32130	3/10/21	Cintas	**VOIDED**	Check voided on 3/11/2021	
32131	3/10/21	Hoover Truck Centers	**VOIDED**	Check voided on 3/11/2021	

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32132	3/10/21	Eurofins	**VOIDED**	Check voided on 3/11/2021	
32133	3/10/21	Brookaire Company	**VOIDED**	Check voided on 3/11/2021	
32134	3/10/21	Methfessel & Werbel, Esqs.	**VOIDED**	Check voided on 3/11/2021	
32135	3/10/21	Amazon Capital Services	**VOIDED**	Check voided on 3/11/2021	
32136	3/10/21	QUILL CORPORATION	**VOIDED**	Check voided on 3/11/2021	
32137	3/10/21	Warren County Association of School Administra	**VOIDED**	Check voided on 3/11/2021	
32138	3/10/21	Super Heat Inc.	**VOIDED**	Check voided on 3/11/2021	
32139	3/10/21	JDM Group	**VOIDED**	Check voided on 3/11/2021	
32140	3/10/21	Orton Gillingham Online Academy	**VOIDED**	Check voided on 3/11/2021	
32141	3/10/21	Hibrett Puratex	**VOIDED**	Check voided on 3/11/2021	
32142	3/10/21	Advance Auto Parts	**VOIDED**	Check voided on 3/11/2021	
32143	3/10/21	BER	**VOIDED**	Check voided on 3/11/2021	
32144	3/10/21	Cablevision Lightpath Inc.	**VOIDED**	Check voided on 3/11/2021	
32145	3/10/21	Eclectic Architecture LLC	**VOIDED**	Check voided on 3/11/2021	
32146	3/11/21	R&L DataCenters, Inc.	**VOIDED**	Check voided on 3/11/2021	
32147	3/11/21	Cintas			
		Custodial Supplies	90.57	P202100394	11-000-262-610-000-000
		Custodial Supplies	150.10	P202100394	11-000-262-610-000-000
		Custodial Supplies	140.97	P202100394	11-000-262-610-000-000
		Custodial Supplies	244.51	P202100394	11-000-262-610-000-000
		Custodial Supplies	99.70	P202100394	11-000-262-610-000-000
		Total Check Amount:	725.85		
32148	3/11/21	Hoover Truck Centers			
		Bus and van repairs and service	375.85	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	434.09	P202100016	11-000-270-420-000-000
		Total Check Amount:	809.94		
32149	3/11/21	Eurofins			
		Monitoring well.Ground Waters	151.35	P202100404	11-000-262-300-000-000
32150	3/11/21	Brookaire Company			
		filters	1,621.08	P202100440	11-000-262-610-000-000
32151	3/11/21	Methfessel & Werbel, Esqs.			
		Area of Law: NJ Defense	3,581.50	P202100441	11-000-230-331-000-000

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32152	3/11/21	Amazon Capital Services			
		class supplies	58.95	P202100075	11-190-100-610-000-000
		class supplies	58.89	P202100075	11-190-100-610-000-000
		class supplies	20.98	P202100075	11-190-100-610-000-000
		Maintenance supplies	423.69	P202100227	11-000-261-610-000-000
		Maintenance supplies	99.98	P202100227	11-000-261-610-000-000
		Total Check Amount:	662.49		
32153	3/11/21	QUILL CORPORATION			
		toner	71.98	P202100420	11-000-240-600-000-000
32154	3/11/21	Warren County Association of School Administra			
		Association dues for BA's	200.00	P202100436	11-000-230-890-000-000
32155	3/11/21	Super Heat Inc.			
		Maintenance work	2,952.30	P202100439	11-000-262-420-000-000
32156	3/11/21	JDM Group			
		Comprehensive Gateway Security & 24/7 support	3,344.00	P202100435	11-190-100-340-000-000
		Backup Care Support & Upgrade Lic 2yr	366.00	P202100435	11-190-100-340-000-000
		Total Check Amount:	3,710.00		
32157	3/11/21	Orton Gillingham Online Academy			
		3 staff members @ \$595 ea	1,785.00	P202100416	11-000-223-500-000-000
32158	3/11/21	Hibrett Puratex			
		methanol for treatment plant	405.00	P202100443	11-000-261-610-000-000
32159	3/11/21	Advance Auto Parts			
		Bus/Maintence supplies	34.94	P202100066	11-000-270-600-000-000
		Bus/Maintence supplies	24.68	P202100066	11-000-270-600-000-000
		Total Check Amount:	59.62		
32160	3/11/21	BER			
		YOUNG ADULT LITERATURE - Ricci Pattersc	558.00	P202100418	11-000-223-500-000-000
32161	3/11/21	Cablevision Lightpath Inc.			
		internet provider	3,145.35	P202100129	11-000-230-530-000-000
32162	3/11/21	Eclectic Architecture LLC			
		Consultation during re-bid	280.00	P202100444	12-000-400-710-000-000
32163	3/11/21	R&L DataCenters, Inc.			
		payroll services	692.00	P202100125	11-000-230-339-000-000
32164	3/11/21	NJSBA			
		Workshop 2020 - Group Rate	900.00	P202100247	11-000-230-890-000-000
32165	3/11/21	QUILL CORPORATION			
		office supplies	183.48	P202100422	11-000-240-600-000-000

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32166	3/11/21	SUBURBAN PROPANE green house & treatment plant	722.01	P202100182	11-000-262-621-000-001
32167	3/12/21	DELTA DENTAL Dental Ins	5,681.62	P202100200	11-000-291-270-000-000
32168	3/12/21	ECLC OOD Tuition 20-21	4,961.76	P202100334	11-000-100-566-000-000
32169	3/12/21	Horizon BCBSNJ POS	24,160.45	P202100004	11-000-291-270-000-000
		Ominia	71,505.20	P202100004	11-000-291-270-000-000
		Comp/Presc	1,101.22	P202100004	11-000-291-270-000-000
Total Check Amount:			<u>96,766.87</u>		
32170	3/12/21	IGS Solar Solar Supply	1,704.22	P202100083	11-000-262-622-100-001
32171	3/12/21	Fuller Paper Company Custodial supplies	92.40	P202100437	11-000-262-610-000-000
32172	3/12/21	Atlantic, Tomorrows Office 6 copier serv & printing	901.24	P202100231	11-190-100-500-000-000
32173	3/12/21	Able Security Locksmiths, Inc. locksmith keys etc	48.00	P202100452	11-000-261-420-001-000
32174	3/12/21	Marlin Business Bank post base with scale	36.83	P202100071	11-000-230-530-000-000
32175	3/12/21	Municipal Capital Corp. copier leases	1,372.00	P202100028	11-190-100-340-000-000
32176	3/12/21	Mountain View Property Management LLC Consulting Fee	750.00	P202100409	11-000-261-420-001-000
		Consulting Fee	3,450.00	P202100409	11-000-261-420-001-000
Total Check Amount:			<u>4,200.00</u>		
32177	3/12/21	Ridge & Valley Charter School Tuition charter school	69.00	P202100190	11-000-100-569-000-000
32178	3/12/21	UNUM LIFE INS CO. Disability Ins	2,140.56	P202100143	11-000-291-270-000-000
32179	3/12/21	WageWorks, Inc. Cobra	57.00	P202100097	11-000-291-270-000-000
32180	3/12/21	WageWorks, Inc. FSA Health care	91.20	P202100098	11-000-291-270-000-000
32181	3/12/21	Amazon Capital Services Maintenance supplies	57.99	P202100227	11-000-261-610-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32182	3/12/21	DeContanza, Jodie Reimb for Mental Health First Aid workshop	35.00	P202100442	11-000-213-800-000-000
32183	3/12/21	Cleere, Michelle Reimb for Nearpod	120.00	P202100433	11-190-100-890-000-000
32184	3/12/21	Beauty & the Beast LLC Summer camp 7-7 and 7-16-21	375.00	P202100445	60-990-320-340-000-000
32185	3/12/21	Schmidt, Megan Medical Health First J.P. reimb	35.00	P202100411	11-000-223-500-000-000
32186	3/12/21	Serraino, Nicholas reimb Yogapalooza	169.00	P202100429	11-190-100-890-000-000
32187	3/12/21	PAIGE SCHMIEDEKE workshop stronger together	150.00	P202100430	11-000-223-500-000-000
		NAPDS Membership 3-21 to 3-22	100.00	P202100430	11-000-240-800-000-000
		Total Check Amount:	250.00		
32188	3/12/21	Arrambide, Melissa reimb fo Nearpod	120.00	P202100432	11-190-100-890-000-000
32189	3/12/21	Hirt-Guido, Holly Tuition reimb Curric Devlpmt & eval	1,877.85	P202100431	11-000-291-280-000-000
32190	3/12/21	Ceceilyn Miller Institute for Leadership & Div Workshop for Julie Profito and Megan Schmidet	198.00	P202100421	11-000-223-500-000-000
32191	3/12/21	Haggerty, Wayne 2-15 2-17 2-19 salted plowed clean buses	970.00	P202100423	11-000-270-420-000-000
		plowing cleaning buses etc 1-7-21 1-9-21 1-11-21	1,072.00	P202100450	11-000-270-420-000-000
		Total Check Amount:	2,042.00		
32192	3/12/21	NJSBA Ready Set Bargain 10/16/20 H.Gaddy	149.00	P202100249	11-000-230-890-000-000
32193	3/12/21	RMR Elevator Company, Inc. Carbon contracts not making & tripped the overlc	394.50	P202100425	11-000-261-420-001-000
32194	3/12/21	WIRE'S ELEC SHOP INC Converted pole lights	494.54	P202100434	11-000-261-420-001-000
		changes ballast MV	110.60	P202100434	11-000-261-420-001-000
		changes 220 volt to 120 volt etc	917.00	P202100434	11-000-261-420-001-000
		Converted pole lights	0.00	P202100434	11-000-261-420-001-000
		changes ballast MV	0.00	P202100434	11-000-261-420-001-000
		Total Check Amount:	1,522.14		
32195	3/12/21	AERO Plumbing & Heating Co., Inc. restrooms, cafe sink & faucet	397.00	P202100438	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>
32196	3/12/21	Fuller Paper Company Custodial supplies	411.60	P202100437	11-000-262-610-000-000
32197	3/12/21	Hirt-Guido, Holly CPR Trainers	257.50	P202100453	11-000-223-500-000-000
32198	3/12/21	DeContanza, Jodie CPR trainer	257.50	P202100454	11-000-223-500-000-000
32199	3/12/21	NJ DEPT OF EDUCATION reimb state	1,611.13	20 - 412	I/G A/P-FEDERAL

The Grand Total of all Checks from Fund 10 is:	21,512.50
The Grand Total of all Checks from Fund 11 is:	950,034.11
The Grand Total of all Checks from Fund 12 is:	39,556.28
The Grand Total of all Checks from Fund 20 is:	13,101.45
The Grand Total of all Checks from Fund 60 is:	2,687.35

The Grand total of all checks for this period is:	1,026,891.69
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STUDENT ACTIVITY ACCOUNT

2020-2021 SCHOOL YEAR	OPENING BALANCE	2020 7	2020 8	2020 9	2020 10	2020 11	2020 12	2021 1	2021 2	2021 3	2021 4	2021 5	2021 6
Miscellaneous	9,507.66	1,927.68	1,751.16	886.92	886.97	887.01	(235.94)	(233.17)	(233.13)	4,866.87			
Grade 8	6,306.97	4,484.84	2,813.44	2,713.44	2,713.44	2,713.44	2,674.44	2,674.44	2,674.44	2,674.44			
Yearbook	5,594.84	5,594.84	5,594.84	5,594.84	4,866.03	4,866.03	4,896.03	1,101.25	1,301.25	1,301.25			
Grade 7	17,543.43	17,814.58	17,814.58	17,849.58	17,849.58	17,849.58	20,703.58	18,930.58	18,930.58	18,930.58			
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00			
Steam	842.05	842.05	842.05	842.05	842.05	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			
Grade 3	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00			
Music	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17			
Drama	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	354.40			
Wolf Pack K-2	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71			
Wolfpack 3-5	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01			
Wolfpack 6-8	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09			
Student Council	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71			
Special Ed / Alex's Lemonade	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87			
Outdoor Ed	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	6,795.90	6,795.90	6,795.90	6,795.90			
Healthy U	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,219.13	3,469.13	3,469.13			
Lego	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50			
Scholarship	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52			
Intrafund due to (from) P2P	-	(1,381.25)	(1,381.25)	(1,733.75)	(1,733.75)	(1,733.75)	(2,118.90)	(2,118.90)	(2,118.90)	-			
Intrafund due to (from) Fines	-	116.00	116.00	116.00	116.00	116.00	141.00	141.00	141.00	-			
Intrafund due to (from) CB	-	410.00	410.00	435.00	435.00	435.00	460.00	460.00	460.00	-			
Intrafund due to (from) Caf	-	(452.37)	(452.37)	(375.53)	(375.53)	(375.53)	(234.82)	(234.82)	(234.82)	-			
TOTAL	66,626.95	56,188.37	54,340.45	53,160.55	52,431.79	52,431.83	55,059.44	49,474.44	49,924.48	51,677.20	-	-	-

Balance per bank	66,726.95	59,403.67	57,908.49	56,093.41	54,485.84	54,097.98	58,007.03	51,616.67	51,895.46
Less: Outstanding chks	(100.00)	(3,215.30)	(3,568.04)	(2,932.86)	(2,054.05)	(1,666.15)	(2,947.59)	(2,142.23)	(1,970.98)
Plus: Deposits in transit	-	-	-	-	-	-	-	-	-
Other items	-	-	-	-	-	-	-	-	-
Balance per books	66,626.95	56,188.37	54,340.45	53,160.55	52,431.79	52,431.83	55,059.44	49,474.44	49,924.48

Student Activity Account Ledger for the Period Jan 1 2021 - Feb 28 2021

(5,134.96) Net Activity (all subfunds)

Date	Reference	Description	Amount	SubFund
1/4/2021		Cookie Payment (Fund Time)	(1,773.00)	Grade 7
1/14/2021	2341	Nick Serraino	(19.99)	Healthy U
1/14/2021	2342	Lifetouch	(3,794.78)	Yearbook
1/31/2021		Interest	2.77	Miscellaneous
2/10/2021		Lifetouch	200.00	Yearbook
2/10/2021		Panther Pub (donation)	250.00	Healthy U
2/26/2021		Interest	0.04	Miscellaneous

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

District of Allamuchy
All Governmental Funds
For the Month Ending JANUARY 31, 2021

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	551,417.30	924,437.42	807,444.92	-	668,409.80
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	551,417.30	924,437.42	807,444.92	-	668,409.80
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Fund 20 - Special Revenue	(45,352.10)	21,096.00	7,812.30	-	(32,068.40)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	12,664.51	-	-	-	12,664.51
Total Government Funds	849,074.84	945,533.42	815,257.22	-	979,351.04
Fund 60 - Rutherford Hall	(262,878.24)	1,890.00	2,472.43	-	(263,460.67)
TOTAL ALL FUNDS	\$ 586,196.60	\$ 947,423.42	\$ 817,729.65	\$ -	\$ 715,890.37

March 3, 2021

Date

INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
Genl Acct INVESTORS - JANUARY 2021 Bal	1,229,302.58	-	947,423.42	1,078,330.85	1,098,395.15
Petty Cash	700.00	-	-	-	700.00
Sub Total Genl Acct	1,230,002.58	-	947,423.42	1,078,330.85	1,099,095.15
- Prior period outstanding checks	(644,139.16)	-	-	(598,904.80)	(45,234.36)
+ New outstanding checks this month	-	-	-	338,303.60	(338,303.60)
SUB TOTAL GENERAL FUND	585,863.42	-	947,423.42	817,729.65	715,557.19
Adjustments:					
Cleared check - bank/book diff	22.70	-	-	-	22.70
Deposits in transit at 6/30/19	310.48	-	-	-	310.48
Bank reclassification	-	-	-	-	-
Deposits in Transit at 9/30/20	-	-	-	-	-
TOTAL GENL FUND CK ACCT. JANUARY 2021	586,196.60	-	947,423.42	817,729.65	715,890.37

GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
JANUARY 2021 Fund 10:	551,417.30	-	924,437.42	807,444.92	668,409.80
Fund 10 Reclass	-	-	-	-	-
Fund 10 Total	551,417.30	-	924,437.42	807,444.92	668,409.80
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Tuition Reserve	-	-	-	-	-
Fund 20:	(45,352.10)	-	21,096.00	7,812.30	(32,068.40)
Fund 20 Reclass:	-	-	-	-	-
Fund 20 Total	(45,352.10)	-	21,096.00	7,812.30	(32,068.40)
Fund 30:	-	-	-	-	-
Fund 40:	12,664.51	-	-	-	12,664.51
Fund 60 Genl Ck. Acct:	(262,878.24)	-	1,890.00	2,472.43	(263,460.67)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(262,878.24)	-	1,890.00	2,472.43	(263,460.67)
TREASURER REPORT TOTALS:	586,196.60	-	947,423.42	817,729.65	715,890.37

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 668,409.80	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 668,409.80
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		\$ 3,890,280.00
Accounts receivable		
132 Interfund	\$ 9,543.52	
141 Intergovernmental - state	\$ 386,829.40	
142 Intergovernmental - federal	\$ (60.00)	
143 Intergovernmental - other	\$ 108,775.40	
153 Other Accounts Receivable	\$ 88,077.93	
		\$ 593,166.25
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)	\$ 10,487,478.00	
302 Less: revenues collected or accrued	\$ (10,181,221.16)	
		\$ 306,256.84
TOTAL ASSETS AND RESOURCES		\$ 5,788,458.02

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	\$ 9,692.35	
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		\$ 14,741.02

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	4,695,206.31	
754 Reserve for encumbrances - prior year		\$	(44,674.57)	
761 Reserved fund balance Capital Reserve - July 1, 2020	\$	208,532.08		
604 Add: Increase in capital reserve	\$	0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$	0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs	\$	0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$	0.00		
Subtotal - capital reserve			\$	208,532.08
764 Reserved fund balance Maintenance Reserve - July 1, 2020	\$	121,813.05		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	(45,000.00)		
Subtotal - maintenance reserve			\$	76,813.05
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	99,931.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	10,732,409.00	
602 Less: expenditures	\$	5,550,952.25		
603 Less: encumbrances	\$	4,650,531.74	\$	(10,201,483.99)
Appropriations less expenditures			\$	530,925.01
				\$ 5,566,732.88
Unappropriated:				
770 Fund Balance, July 1, 2020			\$	353,915.55
303 Less: budgeted fund balance			\$	0.00
Unappropriated fund balance				\$ 353,915.55
Total fund equity				\$ 5,920,648.43
TOTAL LIABILITIES AND FUND EQUITY				\$ 5,935,389.45

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,732,409.00	\$ 10,201,483.99	\$ 530,925.01
Less: Revenues	\$ (10,487,478.00)	\$ (10,181,221.16)	\$ (306,256.84)
Subtotal	\$ 244,931.00	\$ 20,262.83	\$ 224,668.17
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ (45,000.00)	\$ 0.00	\$ (45,000.00)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 20,262.83	\$ (20,262.83)
Add: Unappropriated fund balance			\$ 353,915.55
Total of budgeted and unappropriated fund balance			\$ 333,652.72

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	20,262.83	(20,262.83)
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	45,000.00	45,000.00	0.00	45,000.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	9,688,734.00	0.00	9,688,734.00	9,433,045.16	255,688.84
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	775,732.00	23,012.00	798,744.00	748,176.00	50,568.00
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		10,464,466.00	68,012.00	10,532,478.00	10,201,483.99	330,994.01

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs - Classroom Instruction		2,058,761.00	(2,285.43)	2,056,475.57	1,001,881.21	1,054,594.36	0.00	0.00
Regular Programs-Home Instruction		5,000.00	(5,000.00)	0.00	0.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		324,126.00	(14,546.10)	309,579.90	208,927.76	58,283.79	42,368.35	1,757.00
Special Education-Multiply Hdep		118,493.00	5,274.51	123,767.51	59,634.80	63,259.01	873.70	0.00
Special Education-Resource Room		323,412.00	76,180.72	399,592.72	194,040.50	205,451.22	101.00	0.00
Special Education-Prsc Hdep/Part Time		49,824.00	(0.18)	49,823.82	23,957.80	25,616.02	250.00	0.00
Curricular Activities-Instruction		91,285.00	(15,000.00)	76,285.00	22,570.00	53,115.00	600.00	0.00
Athletic Programs-Instruction		11,530.00	(5,000.00)	6,530.00	0.00	5,030.00	1,500.00	0.00
Extended School Year		39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
Undistributed Expense-Instruction		2,771,287.00	34,469.46	2,805,756.46	1,419,586.08	1,300,679.12	85,491.26	311.02
Health Services		131,813.00	0.00	131,813.00	63,599.41	64,584.50	3,629.09	515.00
Other Support Svc-Related Svcs		89,803.00	35,974.53	125,777.53	55,965.50	66,112.03	3,700.00	0.00
Other Support Svc-Extra. Svcs		171,897.00	(77,934.65)	93,962.35	33,287.01	34,383.00	26,292.34	0.00
Other Support Svc-Students-Reg		99,575.00	0.00	99,575.00	48,077.90	50,723.10	774.00	0.00
Other Support Svc-Students-Spec		196,881.00	(19,772.43)	177,108.57	70,612.29	79,510.92	26,985.36	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(7,350.00)	2,450.00	1,300.00	0.00	1,150.00	0.00
Library and Educ Media		81,500.00	(351.20)	81,148.80	38,653.50	36,379.50	6,115.80	0.00
Inst. staff training svcs		7,500.00	351.20	7,851.20	3,575.80	1,699.40	2,576.00	0.00
Support svc-general admin		281,482.00	20,049.61	301,531.61	204,408.78	43,244.94	53,877.89	13,362.90
Support Svc-School Admin		307,152.00	21,721.33	328,873.33	192,632.85	121,189.48	15,051.00	0.00
Business and Other Support Svcs		183,237.00	(1,023.94)	182,213.06	103,576.92	59,662.64	18,973.50	0.00
Maintenance of Plant Services		182,352.00	(68,202.65)	114,149.35	71,504.35	29,379.96	13,265.04	2,633.27
Operation of Plant		509,453.00	128,816.68	638,269.68	407,474.05	194,872.15	35,923.48	5.74
Care & Upkeep of Grounds		65,079.00	7,779.61	72,858.61	40,455.52	30,307.31	2,095.78	0.00
Student Transportation Svcs		872,263.00	(33,563.00)	838,700.00	459,824.62	267,593.73	111,281.65	0.00
Employee Benefits		1,579,444.00	17,091.00	1,596,535.00	703,890.23	844,342.18	48,302.59	164,001.93
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,562,081.00	92,584.57	10,654,665.57	5,463,474.38	4,690,013.36	501,177.83	182,586.86

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	0.00	0.00	0.00	0.00
Fund transfers		102,316.00	28,427.00	130,743.00	87,477.87	13,517.95	29,747.18	28,893.78
Grand Totals for fund 12:		102,316.00	28,427.00	130,743.00	87,477.87	13,517.95	29,747.18	28,893.78

Fund 13 (Special Schools Fund)

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

Fund 18 (Educational Jobs Fund)

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

Grand Totals for all Subfunds of Fund 10: 10,664,397.00 121,011.57 10,785,408.57 5,550,952.25 4,703,531.31 530,925.01 211,480.64

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	20,262.83	(20,262.83)
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	45,000.00	45,000.00	0.00	45,000.00
10-1210-000-000	Tax Levy	9,336,672.00	0.00	9,336,672.00	9,336,672.00	0.00
10-1300-000-000	TUITION	0.00	0.00	0.00	9,218.00	(9,218.00)
10-1310-000-000	Tuition From Individuals	20,750.00	0.00	20,750.00	75,115.30	(54,365.30)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	225,944.00	0.00	225,944.00	0.00	225,944.00
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	0.00	0.00
10-1500-000-000	Miscellaneous Revenue	16,368.00	0.00	16,368.00	1,301.57	15,066.43
10-1510-000-000	Interest From Investments	5,000.00	0.00	5,000.00	222.92	4,777.08
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	1,166.18	(1,166.18)
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	9,349.19	29,650.81
10-1920-000-000	Donations	0.00	0.00	0.00	0.00	0.00
10-1930-000-000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
10-1950-000-000	Srvcs Provided to Other LEA's	44,000.00	0.00	44,000.00	0.00	44,000.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	0.00	0.00
10-1981-000-000	State Health Benefits Refund	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Miscell Rev from Local Sources	0.00	0.00	0.00	0.00	0.00
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	277,862.00	0.00
10-3131-000-000	Extraordinary Aid	40,000.00	0.00	40,000.00	40,000.00	0.00
10-3132-000-000	Cat Spec Ed Aid	420,420.00	0.00	420,420.00	369,852.00	50,568.00
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
10-3256-000-000	St Reimb-Sec Our Chld Fut Bond	0.00	23,012.00	23,012.00	23,012.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,464,466.00	68,012.00	10,532,478.00	10,201,483.99	330,994.01

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	238,382.00	54,853.25	293,235.25	142,669.67	150,565.58	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,206,168.00	(23,888.21)	1,182,279.79	575,466.90	606,812.89	0.00	0.00
11-130-100-101	6-8 TCH SALARY	614,211.00	(33,250.47)	580,960.53	283,744.64	297,215.89	0.00	0.00
Regular Programs - Classroom Instruction		2,058,761.00	(2,285.43)	2,056,475.57	1,001,881.21	1,054,594.36	0.00	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	(2,000.00)	0.00	0.00	0.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	(3,000.00)	0.00	0.00	0.00	0.00	0.00
Regular Programs-Home Instruction		5,000.00	(5,000.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-104	Substitutes Salary	55,235.00	(16,515.00)	38,720.00	15,740.25	22,979.75	0.00	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	(5,250.00)	36,750.00	36,750.00	0.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	84,395.00	(116.00)	84,279.00	53,774.94	27,186.31	3,317.75	1,757.00
11-190-100-500	Other Purchased Services (400-500 Series)	47,496.00	0.00	47,496.00	5,283.19	5,212.81	37,000.00	0.00
11-190-100-610	GEN SUPPLIES	61,600.00	4,134.00	65,734.00	60,778.48	2,904.92	2,050.60	0.00
11-190-100-640	TEXTBOOKS	26,000.00	7,284.90	33,284.90	33,284.90	0.00	0.00	0.00
11-190-100-890	Other Objects	7,400.00	(4,084.00)	3,316.00	3,316.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		324,126.00	(14,546.10)	309,579.90	208,927.76	58,283.79	42,368.35	1,757.00
11-212-100-101	MD TEACH SAL	113,093.00	(9,045.49)	104,047.51	50,508.50	53,539.01	0.00	0.00
11-212-100-106	MH Aide Salaries	0.00	18,720.00	18,720.00	9,000.00	9,720.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	(4,400.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	126.30	0.00	873.70	0.00
Special Education-Multiply Hdcp		118,493.00	5,274.51	123,767.51	59,634.80	63,259.01	873.70	0.00
11-213-100-101	RES CTR SAL	149,924.00	24,554.73	174,478.73	84,696.50	89,782.23	0.00	0.00
11-213-100-106	RES CTR AIDE SA	171,788.00	51,625.99	223,413.99	107,745.00	115,668.99	0.00	0.00
11-213-100-610	RES CTR SUPPL	1,700.00	0.00	1,700.00	1,599.00	0.00	101.00	0.00
Special Education-Resource Room		323,412.00	76,180.72	399,592.72	194,040.50	205,451.22	101.00	0.00
11-215-100-101	PSD TEACH SAL	26,616.00	(0.18)	26,615.82	12,920.30	13,695.52	0.00	0.00
11-215-100-106	PSD AIDE SAL	22,958.00	0.00	22,958.00	11,037.50	11,920.50	0.00	0.00
11-215-100-610	PSD GEN SUPPL	250.00	0.00	250.00	0.00	0.00	250.00	0.00
Special Education-Prsc Hdcp/Part Time		49,824.00	(0.18)	49,823.82	23,957.80	25,616.02	250.00	0.00
11-401-100-100	Salaries	90,685.00	(15,000.00)	75,685.00	22,570.00	53,115.00	0.00	0.00
11-401-100-600	CO-CURR SUPPLIE	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-401-100-800	CO-CURR OTHER	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Curricular Activities-Instruction		91,285.00	(15,000.00)	76,285.00	22,570.00	53,115.00	600.00	0.00
11-402-100-100	Salaries	10,030.00	(5,000.00)	5,030.00	0.00	5,030.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-402-100-610	General Supplie	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Athletic Programs-Instruction		11,530.00	(5,000.00)	6,530.00	0.00	5,030.00	1,500.00	0.00
11-422-100-100	ESY Salaries	39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
Extended School Year		39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
11-000-100-561	Tuit LEA NJ Reg	2,144,507.00	0.00	2,144,507.00	1,072,253.50	1,072,253.50	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	215,097.00	65,000.00	280,097.00	156,448.50	58,648.50	65,000.00	0.00
11-000-100-563	Voc. School Dist	25,500.00	21,220.00	46,720.00	21,200.80	5,119.20	20,400.00	0.00
11-000-100-564	Voc. School Dist Spec Ed	0.00	1,840.00	1,840.00	1,840.00	0.00	0.00	0.00
11-000-100-566	TUIT PRIV NJ	241,183.00	(39,590.54)	201,592.46	104,194.28	97,392.92	5.26	311.02
11-000-100-569	TUITION CHARTER SCHOOLS	145,000.00	(14,000.00)	131,000.00	63,649.00	67,265.00	86.00	0.00
Undistributed Expense-Instruction		2,771,287.00	34,469.46	2,805,756.46	1,419,586.08	1,300,679.12	85,491.26	311.02
11-000-213-100	Salaries	125,513.00	0.00	125,513.00	60,928.50	64,584.50	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	(1,069.59)	2,930.41	0.00	0.00	2,930.41	0.00
11-000-213-600	HLTH SUPPLIES	2,100.00	1,085.91	3,185.91	3,185.91	0.00	0.00	0.00
11-000-213-800	HLTH OTH OBJ	200.00	(16.32)	183.68	(515.00)	0.00	698.68	515.00
Health Services		131,813.00	0.00	131,813.00	63,599.41	64,584.50	3,629.09	515.00
11-000-216-100	Salaries	77,303.00	15,974.53	93,277.53	44,560.50	48,717.03	0.00	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	20,000.00	32,000.00	11,405.00	17,395.00	3,200.00	0.00
11-000-216-600	SPEECH SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Other Support Svc-Related Svcs		89,803.00	35,974.53	125,777.53	55,965.50	66,112.03	3,700.00	0.00
11-000-217-106	PERSON AID	133,897.00	(77,934.65)	55,962.35	21,350.00	23,105.50	11,506.85	0.00
11-000-217-320	THERAPY SVS	38,000.00	0.00	38,000.00	11,937.01	11,277.50	14,785.49	0.00
Other Support Svc-Extra. Svcs		171,897.00	(77,934.65)	93,962.35	33,287.01	34,383.00	26,292.34	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-218-104	GUID SALARY	98,575.00	0.00	98,575.00	47,851.90	50,723.10	0.00	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	226.00	0.00	774.00	0.00
Other Support Svc-Students-Reg		99,575.00	0.00	99,575.00	48,077.90	50,723.10	774.00	0.00
11-000-219-104	CST PROF SALARY	75,016.00	64.93	75,080.93	36,415.50	38,600.43	65.00	0.00
11-000-219-105	CST SECT SALARY	20,665.00	0.00	20,665.00	6,687.86	0.04	13,977.10	0.00
11-000-219-320	CST PROF SVS	98,000.00	(20,000.00)	78,000.00	26,461.13	40,814.50	10,724.37	0.00
11-000-219-600	CST SUPPLIES	3,000.00	162.64	3,162.64	972.80	95.95	2,093.89	0.00
11-000-219-890	Membership Dues Fees	200.00	0.00	200.00	75.00	0.00	125.00	0.00
Other Support Svc-Students-Spec		196,881.00	(19,772.43)	177,108.57	70,612.29	79,510.92	26,985.36	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	(7,350.00)	1,150.00	0.00	0.00	1,150.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	1,300.00	0.00	0.00	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(7,350.00)	2,450.00	1,300.00	0.00	1,150.00	0.00
11-000-222-100	Salaries	70,700.00	0.00	70,700.00	34,320.50	36,379.50	0.00	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	10,500.00	(219.75)	10,280.25	4,333.00	0.00	5,947.25	0.00
11-000-222-600	LIB SUP/MAT	300.00	(131.45)	168.55	0.00	0.00	168.55	0.00
Library and Educ Media		81,500.00	(351.20)	81,148.80	38,653.50	36,379.50	6,115.80	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	351.20	7,851.20	3,575.80	1,699.40	2,576.00	0.00
Inst. staff training svcs		7,500.00	351.20	7,851.20	3,575.80	1,699.40	2,576.00	0.00
11-000-230-100	Salaries	0.00	16,796.40	16,796.40	2,799.40	13,997.00	0.00	0.00
11-000-230-270	District Admin Health Benefits	4,550.00	425.71	4,975.71	4,975.71	0.00	0.00	0.00
11-000-230-320	Shared services CSA	111,232.00	(36,444.25)	74,787.75	59,841.30	0.00	14,946.45	0.00
11-000-230-331	ADM LEGAL SV	32,000.00	39,576.00	71,576.00	45,569.25	0.00	26,006.75	0.00
11-000-230-332	Audit Fees	18,000.00	200.00	18,200.00	18,200.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	22,600.00	1,171.00	23,771.00	15,251.00	2,428.00	6,092.00	0.00
11-000-230-530	Communications/Telephone	32,000.00	12,300.00	44,300.00	17,922.61	25,614.94	762.45	13,362.90
11-000-230-590	Other Purchased Services (400-500 Series)	32,100.00	(12,500.00)	19,600.00	17,648.57	0.00	1,951.43	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	4,000.00	0.00	4,000.00	2,935.79	106.00	958.21	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	(1,475.25)	23,524.75	19,265.15	1,099.00	3,160.60	0.00
Support svc-general admin		281,482.00	20,049.61	301,531.61	204,408.78	43,244.94	53,877.89	13,362.90
11-000-240-103	SCHOOL PRIN SAL	161,205.00	42,190.38	203,395.38	131,455.92	71,939.46	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	116,062.00	(20,278.55)	95,783.45	46,533.43	49,250.02	0.00	0.00
11-000-240-270	School Admin Health Benefits	14,285.00	0.00	14,285.00	0.00	0.00	14,285.00	0.00
11-000-240-300	Purchased Professional & Tech Services	14,500.00	143.50	14,643.50	14,643.50	0.00	0.00	0.00
11-000-240-600	SCHOOL OFF SUPP	1,000.00	(334.00)	666.00	0.00	0.00	666.00	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		307,152.00	21,721.33	328,873.33	192,632.85	121,189.48	15,051.00	0.00
11-000-251-100	Salaries	146,454.00	(2,263.98)	144,190.02	84,527.38	59,662.64	0.00	0.00
11-000-251-270	Business Admin Health Benefits	18,783.00	0.00	18,783.00	0.00	0.00	18,783.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,000.00	293.65	18,293.65	18,103.15	0.00	190.50	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	0.00	946.39	946.39	946.39	0.00	0.00	0.00
Business and Other Support Svcs		183,237.00	(1,023.94)	182,213.06	103,576.92	59,662.64	18,973.50	0.00
11-000-261-100	Salaries	112,302.00	(68,202.65)	44,099.35	24,414.88	17,933.45	1,751.02	0.00
11-000-261-420	MAINT SVS	60,000.00	0.00	60,000.00	42,335.83	8,118.99	9,545.18	0.00
11-000-261-610	MAINT SUPPL	10,000.00	(950.00)	9,050.00	3,753.64	3,327.52	1,968.84	2,633.27
11-000-261-800	Maintenance Prog	50.00	950.00	1,000.00	1,000.00	0.00	0.00	0.00
Maintenance of Plant Services		182,352.00	(68,202.65)	114,149.35	71,504.35	29,379.96	13,265.04	2,633.27
11-000-262-100	Salaries	193,453.00	18,332.04	211,785.04	123,748.53	87,728.00	308.51	0.00
11-000-262-300	Purch Prof SVS	28,000.00	20,000.00	48,000.00	34,693.55	4,200.00	9,106.45	0.00
11-000-262-420	PLNT CUST SVS	0.00	67,288.00	67,288.00	58,148.71	4,215.35	4,923.94	0.00
11-000-262-490	PLT WATER SVS	20,000.00	0.00	20,000.00	13,593.62	2,661.82	3,744.56	0.00
11-000-262-520	INSURANCES	37,000.00	2,971.64	39,971.64	39,971.64	0.00	0.00	0.00
11-000-262-610	PLNT SUPPLIES	50,000.00	10,225.00	60,225.00	43,366.91	6,899.25	9,958.84	5.74
11-000-262-621	Energy - Propane - Villa	6,000.00	0.00	6,000.00	1,513.61	1,486.39	3,000.00	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	0.00	98,000.00	44,705.81	53,294.19	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	76,000.00	0.00	76,000.00	41,612.85	34,387.15	0.00	0.00
11-000-262-800	PLNT OTHER	1,000.00	10,000.00	11,000.00	6,118.82	0.00	4,881.18	0.00
Operation of Plant		509,453.00	128,816.68	638,269.68	407,474.05	194,872.15	35,923.48	5.74
11-000-263-100	Grounds	50,079.00	7,779.61	57,858.61	32,900.00	24,958.61	0.00	0.00
11-000-263-300	Purchased Prof Svcs	12,000.00	0.00	12,000.00	6,321.60	4,803.50	874.90	0.00
11-000-263-600	Grounds supplies	3,000.00	0.00	3,000.00	1,233.92	545.20	1,220.88	0.00
Care & Upkeep of Grounds		65,079.00	7,779.61	72,858.61	40,455.52	30,307.31	2,095.78	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-270-105	Transportation Secretary	52,826.00	(1,540.00)	51,286.00	29,917.00	21,369.00	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	215,910.00	25,134.90	241,044.90	116,251.25	124,793.65	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	50,688.00	(11,000.00)	39,688.00	16,886.93	22,663.30	137.77	0.00
11-000-270-162	Salary - Pupil Transportation	36,419.00	(23,594.90)	12,824.10	3,230.36	3,893.16	5,700.58	0.00
11-000-270-390	Communication Services	20,000.00	(7,150.13)	12,849.87	0.00	0.00	12,849.87	0.00
11-000-270-420	TRNS REP/MAINT	100,000.00	18,150.13	118,150.13	90,797.14	7,660.37	19,692.62	0.00
11-000-270-443	Lease Purchase Pymt	103,970.00	(17,000.00)	86,970.00	85,744.24	0.00	1,225.76	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	2,987.00	52,987.00	20,500.00	31,825.00	662.00	0.00
11-000-270-511	TRNS CONT REG	3,750.00	0.00	3,750.00	2,520.00	0.00	1,230.00	0.00
11-000-270-514	Contract (spec ed) Vendors	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00	0.00
11-000-270-515	TRNS SP ED JNT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	(19,550.00)	120,450.00	55,816.07	44,633.93	20,000.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	25,000.00	0.00	25,000.00	21,148.47	0.00	3,851.53	0.00
11-000-270-600	TRNS SUP/MAT	58,500.00	0.00	58,500.00	15,423.16	10,380.32	32,696.52	0.00
11-000-270-890	Misc Expenses	3,200.00	0.00	3,200.00	1,590.00	375.00	1,235.00	0.00
Student Transportation Svcs		872,263.00	(33,563.00)	838,700.00	459,824.62	267,593.73	111,281.65	0.00
11-000-291-220	PERS FICA	130,000.00	0.00	130,000.00	67,259.34	62,740.66	0.00	0.00
11-000-291-232	TPAF ERIP CONT	10,000.00	0.00	10,000.00	0.00	9,901.00	99.00	0.00
11-000-291-241	PERS CONTR	135,000.00	0.00	135,000.00	0.00	132,822.00	2,178.00	0.00
11-000-291-249	DCRP Employer Contribution	5,000.00	0.00	5,000.00	1,959.28	3,040.72	0.00	0.00
11-000-291-260	WORKMENS COMPESA	65,000.00	0.00	65,000.00	38,498.30	25,704.10	797.60	0.00
11-000-291-270	EMPL HLTH BENEF	1,203,444.00	0.00	1,203,444.00	574,633.96	608,011.55	20,798.49	164,001.93
11-000-291-280	TUITION REIMB	20,000.00	0.00	20,000.00	3,877.85	2,122.15	14,000.00	0.00
11-000-291-290	Employee Benefits	1,000.00	0.00	1,000.00	570.50	0.00	429.50	0.00
11-000-291-299	Unused Sick Pmnt to Ret Staff	10,000.00	17,091.00	27,091.00	17,091.00	0.00	10,000.00	0.00
Employee Benefits		1,579,444.00	17,091.00	1,596,535.00	703,890.23	844,342.18	48,302.59	164,001.93
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,562,081.00	92,584.57	10,654,665.57	5,463,474.38	4,690,013.36	501,177.83	182,586.86

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-001-604-000	Increase in Capital Reserve	950.00	0.00	950.00	0.00	0.00	950.00	0.00
12-000-400-710	FAC/PROP IMP	100,000.00	28,427.00	128,427.00	87,477.87	13,517.95	27,431.18	28,893.78
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		102,316.00	28,427.00	130,743.00	87,477.87	13,517.95	29,747.18	28,893.78
Grand Totals for fund 12:		102,316.00	28,427.00	130,743.00	87,477.87	13,517.95	29,747.18	28,893.78

Fund 13 (Special Schools Fund)

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

Fund 18 (Educational Jobs Fund)

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

Grand Totals for all Subfunds of Fund 10:	10,664,397.00	121,011.57	10,785,408.57	5,550,952.25	4,703,531.31	530,925.01	211,480.64
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

 James Schlessinger, Business Administrator

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (32,068.40)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (32,068.40)
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	\$ (77,771.00)	
142 Intergovernmental - federal	\$ 207,690.45	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 10,855.57	
		\$ 140,775.02
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)	\$ 55,255.00	
302 Less: revenues collected or accrued	\$ (237,255.00)	
		\$ (182,000.00)
TOTAL ASSETS AND RESOURCES		\$ (73,293.38)

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			\$	56,993.62		
754 Reserve for encumbrances - prior year			\$	(4,656.86)		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	78,955.00			
602 Less: expenditures	\$	159,376.37				
603 Less: encumbrances	\$	52,336.76	\$	(211,713.13)	\$	(132,758.13)
Appropriations less expenditures					\$	(80,421.37)
Unappropriated:						
770 Fund Balance, July 1, 2020			\$	(5,176.91)		
303 Less: budgeted fund balance			\$	(23,700.00)		
Unappropriated fund balance					\$	(28,876.91)
Total fund equity					\$	(109,298.28)
TOTAL LIABILITIES AND FUND EQUITY					\$	(78,470.36)

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	23,700.00	23,700.00	(25,541.87)	49,241.87
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
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	182,000.00	55,255.00	237,255.00	237,255.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	78,955.00	78,955.00	211,713.13	(132,758.13)

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	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
Ed Jobs Fund		4,500.00	3,800.00	8,300.00	0.00	0.00	8,300.00	0.00
CARES Act		0.00	25,001.00	25,001.00	25,001.00	0.00	0.00	0.00
CRF Grant		0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
Title I		32,000.00	(1,099.00)	30,901.00	14,498.10	15,082.22	1,320.68	0.00
IDEA Part B		90,000.00	4,762.00	94,762.00	41,167.48	41,594.52	12,000.00	0.00
IDEA (Prog. 251)		5,000.00	486.00	5,486.00	4,689.00	797.00	0.00	0.00
Title II Part A		8,500.00	(1,173.00)	7,327.00	7,287.00	40.00	0.00	0.00
Title IV		10,000.00	4,149.98	14,149.98	6,251.25	0.00	7,898.73	0.00
R.E.A.P. GRANT		32,000.00	9,438.00	41,438.00	27,307.09	0.00	14,130.91	0.00
Grand Totals for fund 20:		182,000.00	84,131.98	266,131.98	159,376.37	57,513.74	49,241.87	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	23,700.00	23,700.00	(25,541.87)	49,241.87
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1920-403-000	Future fisherman foundation	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
20-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
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	32,000.00	(2,086.00)	29,914.00	29,914.00	0.00
20-4412-232-000	Title II Part A	0.00	0.00	0.00	0.00	0.00
20-4413-232-000	Title I Part D	0.00	0.00	0.00	0.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4417-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4421-250-000	IDEA Basic	90,000.00	4,762.00	94,762.00	94,762.00	0.00
20-4423-251-000	IDEA-Preschool	5,000.00	486.00	5,486.00	5,486.00	0.00
20-4430-000-000	Vocational Education	0.00	0.00	0.00	0.00	0.00
20-4440-000-000	Adult Basic Education	0.00	0.00	0.00	0.00	0.00
20-4451-270-000	Title II A Training	8,500.00	(1,213.00)	7,287.00	7,287.00	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	9,438.00	41,438.00	41,438.00	0.00
20-4503-450-000	Matrix	0.00	0.00	0.00	0.00	0.00
20-4511-450-000	Title 1A-ARRA	0.00	0.00	0.00	0.00	0.00
20-4514-455-000	IDEA Basic - ARRA	0.00	0.00	0.00	0.00	0.00
20-4515-458-000	IDEA Preschool - ARRA	0.00	0.00	0.00	0.00	0.00
20-4530-000-000	CARES Act	0.00	25,001.00	25,001.00	25,001.00	0.00
20-4532-000-000	CRF Grant	0.00	19,067.00	19,067.00	19,067.00	0.00
20-4700-000-000	Private Industry	0.00	0.00	0.00	0.00	0.00
20-4999-000-000	Other	4,500.00	(200.00)	4,300.00	4,300.00	0.00
Grand Totals		0.00	78,955.00	78,955.00	211,713.13	(132,758.13)

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	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
Ungrouped Accounts		0.00	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
20-190-100-500	Safety Grant	4,500.00	3,800.00	8,300.00	0.00	0.00	8,300.00	0.00
Ed Jobs Fund		4,500.00	3,800.00	8,300.00	0.00	0.00	8,300.00	0.00
20-477-100-600	Instructional Supplies	0.00	25,001.00	25,001.00	25,001.00	0.00	0.00	0.00
CARES Act		0.00	25,001.00	25,001.00	25,001.00	0.00	0.00	0.00
20-479-100-600	Instructional Supplies	0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
CRF Grant		0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
20-231-100-100	Personal Services - Salaries	26,000.00	0.00	26,000.00	11,980.30	12,699.02	1,320.68	0.00
20-231-100-600	General Supplies	6,000.00	(1,099.00)	4,901.00	2,517.80	2,383.20	0.00	0.00
Title I		32,000.00	(1,099.00)	30,901.00	14,498.10	15,082.22	1,320.68	0.00
20-250-100-300	IDEA ED SVS	45,000.00	3,209.00	48,209.00	33,270.48	14,938.52	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	45,000.00	1,553.00	46,553.00	7,897.00	26,656.00	12,000.00	0.00
IDEA Part B		90,000.00	4,762.00	94,762.00	41,167.48	41,594.52	12,000.00	0.00
20-251-100-300	IDEA PSH ED SVS	5,000.00	486.00	5,486.00	4,689.00	797.00	0.00	0.00
IDEA (Prog. 251)		5,000.00	486.00	5,486.00	4,689.00	797.00	0.00	0.00
20-270-100-600	General Supplies	0.00	40.00	40.00	0.00	40.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	8,500.00	(1,213.00)	7,287.00	7,287.00	0.00	0.00	0.00
Title II Part A		8,500.00	(1,173.00)	7,327.00	7,287.00	40.00	0.00	0.00
20-280-100-600	Instructional Supplies	10,000.00	4,149.98	14,149.98	6,251.25	0.00	7,898.73	0.00
Title IV		10,000.00	4,149.98	14,149.98	6,251.25	0.00	7,898.73	0.00
20-451-100-100	PERS SERVICES	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00
20-451-100-600	SUPP/MAT	20,000.00	(3,933.59)	16,066.41	13,935.50	0.00	2,130.91	0.00
20-451-200-600	OTHER SUP/MAT	0.00	13,371.59	13,371.59	13,371.59	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	9,438.00	41,438.00	27,307.09	0.00	14,130.91	0.00
Grand Totals for fund 20:		182,000.00	84,131.98	266,131.98	159,376.37	57,513.74	49,241.87	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	\$	12,664.51	
102-106 Other cash equivalents	\$	0.00	
Total cash			\$ 12,664.51
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 551,837.00
Accounts receivable			
132 Interfund	\$	0.00	
141 Intergovernmental - state	\$	50,298.00	
142 Intergovernmental - federal	\$	0.00	
143 Intergovernmental - other	\$	0.00	
153 Other Accounts Receivable	\$	0.00	
			\$ 50,298.00
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	\$	(769,600.00)	
			\$ (769,600.00)
TOTAL ASSETS AND RESOURCES			\$ (154,800.49)

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			\$	614,800.00	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	0.00		
602 Less: expenditures	\$	154,800.00			
603 Less: encumbrances	\$	614,800.00	\$	(769,600.00)	\$ (769,600.00)
Appropriations less expenditures					\$ (154,800.00)

Unappropriated:

770 Fund Balance, July 1, 2020			\$	(0.49)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance					\$ (0.49)
Total fund equity					\$ (154,800.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (154,800.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 0.00	\$ 769,600.00	\$ (769,600.00)
Less: Revenues	\$ 0.00	\$ (769,600.00)	\$ 769,600.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 0.00	\$ 0.00
Add: Unappropriated fund balance			\$ (0.49)
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	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	706,637.00	0.00	706,637.00	706,637.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	62,963.00	0.00	62,963.00	62,963.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	769,600.00	(769,600.00)

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		769,600.00	0.00	769,600.00	154,800.00	614,800.00	0.00	0.00
Grand Totals for fund 40:		769,600.00	0.00	769,600.00	154,800.00	614,800.00	0.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	0.00	0.00
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	706,637.00	0.00	706,637.00	706,637.00	0.00
40-3160-000-000	Debt Service Aid II	62,963.00	0.00	62,963.00	62,963.00	0.00
Grand Totals		0.00	0.00	0.00	769,600.00	(769,600.00)

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-834	BOND INTEREST	309,600.00	0.00	309,600.00	154,800.00	154,800.00	0.00	0.00
40-701-510-910	BOND PRINC	460,000.00	0.00	460,000.00	0.00	460,000.00	0.00	0.00
Debt service-regular		769,600.00	0.00	769,600.00	154,800.00	614,800.00	0.00	0.00
Grand Totals for fund 40:		769,600.00	0.00	769,600.00	154,800.00	614,800.00	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	\$ (263,460.67)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (263,460.67)
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	\$ 25,248.25	
153 Other Accounts Receivable	\$ 2,600.00	
		\$ 27,848.25
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (16,218.25)	
		\$ (16,218.25)
TOTAL ASSETS AND RESOURCES		\$ (251,830.67)

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		\$ 350.00
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		\$ 8,890.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	42,043.06	
754 Reserve for encumbrances - prior year				\$	(786.00)	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	0.00		
602 Less: expenditures	\$	42,926.80				
603 Less: encumbrances	\$	41,257.06	\$	(84,183.86)	\$	(84,183.86)
Appropriations less expenditures						\$ (42,926.80)

Unappropriated:

770 Fund Balance, July 1, 2020	\$	(220,079.87)	
303 Less: budgeted fund balance	\$	0.00	
Unappropriated fund balance			\$ (220,079.87)
Total fund equity			\$ (263,006.67)

TOTAL LIABILITIES AND FUND EQUITY

\$ (254,116.67)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 0.00	\$ 84,183.86	\$ (84,183.86)
Less: Revenues	\$ 0.00	\$ (16,218.25)	\$ 16,218.25
Subtotal	\$ 0.00	\$ 67,965.61	\$ (67,965.61)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 67,965.61	\$ (67,965.61)
Add: Unappropriated fund balance			\$ (220,079.87)
Total of budgeted and unappropriated fund balance			\$ (288,045.48)

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	67,965.61	(67,965.61)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	16,218.25	(16,218.25)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	84,183.86	(84,183.86)

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	36,846.11	35,870.87	(72,716.98)	0.00
Administrative Costs		0.00	786.00	786.00	2,411.20	0.00	(1,625.20)	0.00
Purchased Services		0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
Supplies		0.00	0.00	0.00	1,071.22	0.00	(1,071.22)	0.00
Other Expenses		0.00	0.00	0.00	2,548.27	6,172.19	(8,720.46)	0.00
Grand Totals for fund 60:		0.00	786.00	786.00	42,926.80	42,043.06	(84,183.86)	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	67,965.61	(67,965.61)
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	6,132.50	(6,132.50)
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	0.00	0.00
60-1633-000-000	Sturm Art Sales	0.00	0.00	0.00	0.00	0.00
60-1710-101-000	Admis - Grant Funct. Lectures	0.00	0.00	0.00	90.00	(90.00)
60-1710-102-000	Admis Grant Funct.-Museum	0.00	0.00	0.00	45.00	(45.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	0.00	0.00
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	0.00	0.00
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	(465.00)	465.00
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	0.00	0.00
60-1710-106-000	Admis-Grant Funds-Theater Grou	0.00	0.00	0.00	0.00	0.00
60-1710-107-000	High Tea	0.00	0.00	0.00	0.00	0.00
60-1710-108-000	Downton Abbey Luncheons	0.00	0.00	0.00	0.00	0.00
60-1710-109-000	YOGA	0.00	0.00	0.00	0.00	0.00
60-1710-110-000	Tap Dancing	0.00	0.00	0.00	0.00	0.00
60-1710-201-000	Summer Art Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-101	Jedi/Star Wars Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-203-000	Harry Potter Summer Camp #1	0.00	0.00	0.00	(386.50)	386.50
60-1710-203-100	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	0.00	0.00
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	0.00	0.00
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	0.00	0.00
60-1710-205-000	French Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-206-000	Spanish Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-207-000	Learning in the Landscape	0.00	0.00	0.00	0.00	0.00
60-1710-208-000	Art Camp: Landscape & Art	0.00	0.00	0.00	0.00	0.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	1,528.00	(1,528.00)
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	0.00	0.00
60-1710-210-000	Living In the Great Depression	0.00	0.00	0.00	0.00	0.00
60-1710-211-000	Classic Sports & Games	0.00	0.00	0.00	0.00	0.00
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	0.00	0.00	0.00	0.00	0.00
60-1710-213-001	Outdoor Camp - Survival	0.00	0.00	0.00	140.00	(140.00)
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	0.00	0.00
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	0.00	0.00	0.00	0.00	0.00
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	0.00	0.00
60-1715-000-000	Luau Fund Raiser	0.00	0.00	0.00	0.00	0.00
60-1750-100-000	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1750-100-100	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1780-000-000	Public Programming	0.00	0.00	0.00	0.00	0.00
60-1780-100-000	Girl Scout Programs	0.00	0.00	0.00	0.00	0.00
60-1790-000-000	Other activities - Grant	0.00	0.00	0.00	0.00	0.00
60-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
60-1910-000-000	Rutherford Hall Rentals	0.00	0.00	0.00	9,131.25	(9,131.25)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	0.00	0.00
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00
60-1911-000-000	School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00
60-1920-000-000	Private Contris & Donations	0.00	0.00	0.00	0.00	0.00

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

FY2021 Data is Posted to 1/31/2021

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60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	0.00	0.00
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	0.00	0.00
60-1920-103-000 Fireworks Vendor Fees	0.00	0.00	0.00	0.00	0.00
60-1920-104-000 Fireworks Bus/Entry Fee	0.00	0.00	0.00	0.00	0.00
60-1921-000-000 Public Contribs & Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	3.00	(3.00)
Grand Totals	0.00	0.00	0.00	84,183.86	(84,183.86)

Minimum Expense General Ledger Report


Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	16,236.98	0.00	(16,236.98)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	14,129.13	35,870.87	(50,000.00)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	6,480.00	0.00	(6,480.00)	0.00
Salaries		0.00	0.00	0.00	36,846.11	35,870.87	(72,716.98)	0.00
60-990-320-335	Haunted Hall Costs	0.00	786.00	786.00	0.00	0.00	786.00	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	1,891.20	0.00	(1,891.20)	0.00
60-990-320-340	Purchased Technical Services	0.00	0.00	0.00	520.00	0.00	(520.00)	0.00
Administrative Costs		0.00	786.00	786.00	2,411.20	0.00	(1,625.20)	0.00
60-990-320-450	Construction Services	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
Purchased Services		0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	1,071.22	0.00	(1,071.22)	0.00
Supplies		0.00	0.00	0.00	1,071.22	0.00	(1,071.22)	0.00
60-990-320-890	Miscellaneous Expense	0.00	0.00	0.00	55.37	194.63	(250.00)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	1,921.17	1,508.79	(3,429.96)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	571.73	4,468.77	(5,040.50)	0.00
Other Expenses		0.00	0.00	0.00	2,548.27	6,172.19	(8,720.46)	0.00
Grand Totals for fund 60:		0.00	786.00	786.00	42,926.80	42,043.06	(84,183.86)	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

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
31852	12/15/20	 20-21 Tuition	Check voided on 1/4/2021 (8,730.00)	P202100024	11-000-100-569-000-000
31868	12/15/20	Ridge & Valley Charter School Tuition charter school	Check voided on 1/29/2021 (2,040.00)	P202100190	11-000-100-569-000-000
31883	12/16/20	Sherwin-Willaims Co. flooring supplies	Check voided on 1/4/2021 (849.02)	P202100341	11-000-262-610-000-000
		Painting supplies etc	(83.53)	P202100319	11-000-262-610-000-000
Total Check Amount:			<u>(932.55)</u>		
31923	1/4/21	Peterson, Arthur DOT/CDL Physical	120.00	P202100353	11-000-270-890-000-000
31924	1/4/21	Sherwin-Willaims Co. Custodial supplies	78.34	P202100331	11-000-262-610-000-000
31925	1/4/21	Yudichak, Kenneth Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
N0750	1/4/21	WEX Bank Fuel for Buses	1,307.63	P202100313	11-000-270-600-000-000
N1218	1/5/21	Heartland Payment Systems CC processing fees	121.68	P202100202	60-990-320-892-200-000
N1219	1/5/21	Transfirst CC processing fees	147.50	P202100204	60-990-320-891-100-000
N1220	1/5/21	First Data Global Leasing - Transfirst CC on-site scanner rental (34.98/mo + 10.20 ann'	34.98	P202100205	60-990-320-891-100-000
N1221	1/5/21	ALLAMUCHY CAFETERIA ACCT clear balance to Caf Acct	23,540.24	10 - 412	I/G A/P-FEDERAL
		clear balance to Caf Acct	347.89	10 - 411	I/G A/P - STATE
Total Check Amount:			<u>23,888.13</u>		
N1222	1/5/21	NJ HEALTH BEN FUND Retiree health benefits	341.70	P202100018	11-000-291-270-000-000
31926	1/6/21	In Earth Excavating & Contracting, Inc. Methanol release - work performed through Dec'2	11,133.50	P202100355	12-000-400-710-000-000
31927	1/15/21	Lowes Ceiling tiles	344.72	P202100365	11-000-261-610-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0115	1/15/21	PAYROLL			
		STATE A/R	10,754.34	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Permanent Sub	800.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		2020-2021 Payroll	900.00	P202100001	11-212-100-106-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	2,370.75	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		2020-2021 Payroll	1,103.75	P202100001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	3,892.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Pers Aide Sal MVS	0.00	P202100001	11-000-217-106-000-002
		Guidance Salary	4,785.19	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	8,534.75	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	1,550.00	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	3,375.00	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - Part Time Perm	751.25	P202100001	11-000-262-100-002-000
		Custodial - Part Time Perm	1,374.75	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	1,019.31	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	139.10	P202100001	11-000-270-161-000-000
		Trans Sal - aides	220.92	P202100001	11-000-270-162-000-000
		PERS FICA	4,247.80	P202100002	11-000-291-220-000-000
		PERS FICA	55.80	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	188.54	P202100002	11-000-291-249-000-000
		Employee Benefits	46.52	P202100001	11-000-291-290-000-000
		Employee Benefits	19.50	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	778.67	P202100001	60-990-320-182-200-000
		Total Check Amount:	219,754.88		
N1216	1/20/21	US Department of Transportation			
		Drug & Alcohol Bus Drive Testing	125.00	P202100384	11-000-270-890-000-000

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31928	1/21/21	Abcode Security, Inc.			
		entrance codes & monitoring	554.59	P202100070	11-000-261-420-001-000
		Central Station Monitoring	135.00	P202100386	11-000-261-420-001-000
		Central Station Monitoring	135.00	P202100386	11-000-261-420-001-000
		Central Station Monitoring	66.00	P202100386	11-000-261-420-001-000
		Total Check Amount:	890.59		
31929	1/22/21	Allied Oil Company			
		Heatling oil	7,687.01	P202100021	11-000-262-624-000-001
		20-21 heating oil	5,331.70	P202100021	11-000-262-624-000-002
		20-21 heating oil	1,774.51	P202100021	11-000-262-624-000-002
		20-21 heating oil	3,557.43	P202100021	11-000-262-624-000-002
		20-21 heating oil	1,600.17	P202100021	11-000-262-624-000-002
		Total Check Amount:	19,950.82		
31930	1/22/21	Busch Law Group, LLC			
		Legal services	3,452.50	P202100077	11-000-230-331-000-000
		Legal Services	9,337.25	P202100387	11-000-230-331-000-000
		Legal Services	8,656.00	P202100387	11-000-230-331-000-000
		Total Check Amount:	21,445.75		
31931	1/22/21	Broadstep Academy New Jersey, Inc.			
		Tuition	8,659.44	P202100069	11-000-100-566-000-000
		One to One Aide	1,805.00	P202100069	11-000-100-566-000-000
		Total Check Amount:	10,464.44		
31932	1/22/21	DELTA DENTAL			
		Dental Ins	314.19	P202100200	11-000-291-270-000-000
		Dental Ins	5,312.71	P202100200	11-000-291-270-000-000
		Total Check Amount:	5,626.90		
31933	1/22/21	Direct Waste Services, Inc.			
		Waster service ATS & MVS	679.72	P202100012	11-000-261-420-001-000
31934	1/22/21	ECLC			
		OOD Tuition 20-21	4,651.65	P202100334	11-000-100-566-000-000
31935	1/22/21	Fuller Paper Company			
		Custodial supplies	770.50	P202100338	11-000-262-610-000-000
		Custodial supplies	385.25	P202100338	11-000-262-610-000-000
		Custodial supplies	385.25	P202100338	11-000-262-610-000-000
		Total Check Amount:	1,541.00		
31936	1/22/21	FP Mailing Solutions			
		postage meter	86.85	P202100081	11-000-230-530-000-000

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31937	1/22/21	Hoover Truck Centers			
		102389	770.00	P202100016	11-000-270-420-000-000
		70151	1,010.39	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	25,424.07	P202100016	11-000-270-420-000-000
		Total Check Amount:	27,204.46		
31938	1/22/21	Hoover Truck Centers			
		Bus and van repairs and service	157.50	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	913.87	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	431.27	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	306.60	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	297.15	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	1,759.08	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	214.36	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	340.00	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	759.24	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	674.21	P202100016	11-000-270-420-000-000
		Total Check Amount:	5,853.28		
31939	1/22/21	Hoover Truck Centers			
		Bus and van repairs and service	1,944.39	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	519.40	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	1,514.55	P202100016	11-000-270-420-000-000
		Total Check Amount:	3,978.34		
31940	1/22/21	Hunterdon Preparatory Center			
		OOD Tuition	4,578.95	P202100029	11-000-100-566-000-000
31941	1/22/21	Home Towne Hardware, LLC			
		Hardware etc supplies	64.07	P202100014	11-000-262-610-000-000
		Hardware etc supplies	16.88	P202100014	11-000-262-610-000-000
		Hardware etc supplies	12.57	P202100014	11-000-262-610-000-000
		Hardware etc supplies	5.36	P202100014	11-000-262-610-000-000
		Total Check Amount:	98.88		
31942	1/22/21	IGS Solar			
		Solar Supply	1,098.40	P202100083	11-000-262-622-100-001
31943	1/22/21	Integrated Therapeutics Group, LLC			
		2020-21 tuition	16,740.00	P202100195	11-000-100-562-000-000
31944	1/22/21	JDM Group			
		tech services	4,216.67	P202100022	11-190-100-340-000-000
31945	1/22/21	Jersey Central Power & Light			
		Electric	47.09	P202100017	11-000-262-622-000-001
		Electric	247.49	P202100017	11-000-262-622-000-001
		Electric	16.56	P202100017	11-000-262-622-000-002
		Electric	3.37	P202100017	11-000-262-622-000-003
		Electric	3.37	P202100017	11-000-262-622-000-003
		Total Check Amount:	317.88		

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31946	1/22/21	Kappus Plastic Company, Inc. 10 additional teacher desk shields	925.00	P202100361	20-454-100-610-000-000
31947	1/22/21	Cablevision Lightpath Inc. internet provider	3,145.91	P202100129	11-000-230-530-000-000
31948	1/22/21	Marlin Business Bank post base with scale	36.83	P202100071	11-000-230-530-000-000
31949	1/22/21	Municipal Capital Corp. copier leases	1,372.00	P202100028	11-190-100-340-000-000
31950	1/22/21	New Jersey Schools Insurance Group workers comp	5,140.82	P202100237	11-000-291-260-000-000
31951	1/22/21	Rymon, Karen OT Services	1,752.00	P202100218	20-250-200-300-000-000
31952	1/22/21	R&L DataCenters, Inc. payroll services	842.00	P202100125	11-000-230-339-000-000
31953	1/22/21	ReadyRefresh by Nestle Drinking water & supplies	29.68	P202100330	60-990-320-890-200-000
31954	1/22/21	Ridge & Valley Charter School Tuition charter school	69.00	P202100190	11-000-100-569-000-000
		Tuition charter school	69.00	P202100190	11-000-100-569-000-000
Total Check Amount:			138.00		
31955	1/22/21	SUBURBAN PROPANE green house & treatment plant	580.76	P202100182	11-000-262-621-000-001
31956	1/22/21	SCHOOL HEALTH SUPPLY MV Health supplies	5.72	P202100113	11-000-213-600-000-000
31957	1/22/21	Shred-it USA Shredding	288.44	P202100131	11-000-262-420-000-000
31958	1/22/21	Shaeffer, Stephanie 202012	585.00	P202100213	11-000-216-320-000-000
31959	1/22/21	Super Heat Inc. boiler heating repairs	51.00	P202100336	11-000-262-420-000-000
		boiler heating repairs	408.00	P202100336	11-000-262-420-000-000
31960	1/22/21	Township of Allamuchy Water/sewer 7-20 to 6-21 ATS & MV	1,137.73	P202100049	11-000-262-490-000-000
		Water/sewer 7-20 to 6-21 ATS & MV	1,411.08	P202100049	11-000-262-490-000-000
Total Check Amount:			2,548.81		

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31961	1/22/21	VIKING TERMITE & PEST			
		Pest control	244.20	P202100045	11-000-261-420-001-000
		Pest control	58.08	P202100045	11-000-261-420-001-000
		Pest control	140.00	P202100045	11-000-261-420-001-000
		Pest control	267.34	P202100045	11-000-261-420-001-000
Total Check Amount:			<u>709.62</u>		
31962	1/22/21	Warren County Technical School 5 FTE x \$5100 (est)	5,095.20	P202100211	11-000-100-563-000-000
31963	1/22/21	WageWorks, Inc. FSA Health care	91.20	P202100098	11-000-291-270-000-000
31964	1/22/21	WageWorks, Inc. Cobra	57.00	P202100097	11-000-291-270-000-000
31965	1/22/21	WARREN CO SPEC SVCS SC D Music Therapy	662.50	P202100345	11-000-217-320-000-000
31966	1/22/21	WARREN CO SPEC SVCS SC D Transp Services Spec Ed	8,746.52	P202100233	11-000-270-518-000-000
31967	1/22/21	Allied Oil Company bus radio services	336.00	P202100126	11-000-270-600-000-000
32045	1/22/21	Allied Oil Company 20-21 heating oil	4,336.28	P202100021	11-000-262-624-000-002
		20-21 heating oil	5,554.70	P202100021	11-000-262-624-000-002
Total Check Amount:			<u>9,890.98</u>		
31968	1/24/21	Jones, Gina Maria Aid in Lieu	500.00	P202100163	11-000-270-503-000-000
31969	1/24/21	Ruscino, Vilmany Aid in Lieu	500.00	P202100161	11-000-270-503-000-000
31970	1/24/21	Ayhan, Melahat Aid in lieu	500.00	P202100148	11-000-270-503-000-000
31971	1/24/21	Donnelly, Robert Aid in lieu	500.00	P202100156	11-000-270-503-000-000
31972	1/24/21	Taliano, Michael Aid in Lieu	500.00	P202100177	11-000-270-503-000-000
31973	1/24/21	Bourenko, Shawnee Aid in Lieu	500.00	P202100162	11-000-270-503-000-000
31974	1/24/21	DiLoreto, Tammy & Glen Aid in Lieu Choice	500.00	P202100158	11-000-270-503-000-000

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31975	1/24/21	Costello, Suzette Aid in lieu	500.00	P202100154	11-000-270-503-000-000
31976	1/24/21	Sainte, Dieulane Aid in Lieu	500.00	P202100173	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100173	11-000-270-503-000-000
Total Check Amount:			1,000.00		
31977	1/24/21	di Palma, Steven & Christine Aid in lieu	500.00	P202100157	11-000-270-503-000-000
31978	1/24/21	Pasquali, Jennifer Aid in Lieu	500.00	P202100170	11-000-270-503-000-000
31979	1/24/21	Bostdorff, Nicole Aid in lieu	500.00	P202100149	11-000-270-503-000-000
31980	1/24/21	LaPooh, Bryan & Meg aid in lieu	500.00	P202100392	11-000-270-503-000-000
31981	1/24/21	Scheeringa, Reuben Aid in Lieu	500.00	P202100174	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100174	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100174	11-000-270-503-000-000
Total Check Amount:			1,500.00		
31982	1/24/21	Espinal, Gabriel & Maria Aid In Lieu	500.00	P202100159	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100159	11-000-270-503-000-000
		Aid in lieu	500.00	P202100159	11-000-270-503-000-000
Total Check Amount:			1,500.00		
31983	1/24/21	Barrett-Kaiser, Patricia Aid in Lieu	500.00	P202100164	11-000-270-503-000-000
31984	1/24/21	Bisbing, Jaime Aid in lieu	500.00	P202100150	11-000-270-503-000-000
		Aid in lieu	500.00	P202100150	11-000-270-503-000-000
Total Check Amount:			1,000.00		
31985	1/24/21	Senkyre, Crystal Aid in Lieu	500.00	P202100276	11-000-270-503-000-000
31986	1/24/21	Adjekum, Ruth Aid in lieu	500.00	P202100147	11-000-270-503-000-000
31987	1/24/21	Cioppettini, Alexis aid in lieu	500.00	P202100152	11-000-270-503-000-000

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31988	1/24/21	Crespo-Campos, Maria Pia			
		Aid in Lieu	500.00	P202100167	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100167	11-000-270-503-000-000
Total Check Amount:			<u>1,000.00</u>		
31989	1/24/21	Colavito, Kristen			
		Aid in lieu	500.00	P202100153	11-000-270-503-000-000
31990	1/24/21	Cuccio, Anthony			
		Aid in Lieu	500.00	P202100155	11-000-270-503-000-000
31991	1/24/21	Falotico, Marilyn & Richard			
		Aid in Lieu	500.00	P202100160	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100160	11-000-270-503-000-000
Total Check Amount:			<u>1,000.00</u>		
31992	1/24/21	Johnson, David & Jennifer			
		Aid in Lieu	500.00	P202100166	11-000-270-503-000-000
31993	1/24/21	Kozimor, Anamaria & Jim			
		Aid in Lieu	500.00	P202100165	11-000-270-503-000-000
31994	1/24/21	Lennon, Mary			
		Aid in Lieu	500.00	P202100168	11-000-270-503-000-000
31995	1/24/21	Lukacs, Crystal			
		Aid in lieu	500.00	P202100151	11-000-270-503-000-000
31996	1/24/21	Pohle, Brandon			
		Aid in Lieu	500.00	P202100351	11-000-270-503-000-000
31997	1/24/21	Prudenti, Venita			
		Aid in Lieu	500.00	P202100171	11-000-270-503-000-000
31998	1/24/21	Rosa, Paula			
		Aid in Lieu	500.00	P202100172	11-000-270-503-000-000
31999	1/24/21	Severinsen, Kari			
		Aid in Lieu	500.00	P202100175	11-000-270-503-000-000
32000	1/24/21	Tierney, Steve			
		Aid in Lieu	500.00	P202100176	11-000-270-503-000-000
32001	1/25/21	WIRE'S ELEC SHOP INC			
		replace 2 250w hps lamps	460.98	P202100385	11-000-262-800-000-000
32002	1/25/21	LICON LIGHTING CORP			
		Flourscent Lamps	785.00	P202100383	11-000-262-610-000-000
32003	1/25/21	SSP Architectural Group			
		Architecture services	1,620.00	P202100130	12-000-400-710-000-000

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32004	1/25/21	Hunterdon County ESC Lease Purchase Advisory Fee 12-11-20 BID	750.00	P202100379	11-000-261-800-000-000
32005	1/25/21	e2e Exchange, LLC E-rate Consulting Serv 2021 2nd billing	890.00	P202100378	11-000-230-339-000-000
32006	1/25/21	Brookaire Company filters	1,751.02	P202100377	11-000-262-610-000-000
32007	1/25/21	Accurate Tank Testing LLC underground oil testing cert	500.00	P202100370	11-000-261-420-002-000
32008	1/25/21	WIRE'S ELEC SHOP INC install motions in restrooms	2,574.72	P202100371	11-000-261-420-002-000
32009	1/25/21	Eurofins Treatment plant samplings & supplies	406.35	P202100304	11-000-262-300-000-000
		Treatment plant samplings & supplies	151.35	P202100304	11-000-262-300-000-000
		Treatment plant samplings & supplies	116.50	P202100304	11-000-262-300-000-000
		Total Check Amount:	674.20		
32010	1/25/21	North American Fire Protection, Inc. Serv call MV leaking pipe	692.00	P202100374	11-000-261-420-002-000
32011	1/25/21	Monday, Lee, PhD., D.A.B.P.S. Risk Assessment psychological	250.00	P202100367	11-000-219-320-000-000
		psychological interview	250.00	P202100376	11-000-219-320-000-000
		Total Check Amount:	500.00		
32012	1/25/21	Atlantic Health System Neurodevelopmental exam	675.00	P202100368	11-000-219-320-000-000
32013	1/25/21	Super Heat Inc. Assessment of ATS buiding controls	7,435.23	P202100364	11-000-262-420-000-000
32014	1/25/21	NJSBA Superintendent Search	6,250.00	P202100362	11-000-230-530-000-000
32015	1/25/21	Phlegar, Kaitlin Tuition reimbursement - childrens Lit	1,877.85	P202100360	11-000-291-280-000-000
32016	1/25/21	Moyer, Lisa-Ann reimb fingerprinting	11.00	P202100358	11-000-230-890-000-000
32017	1/25/21	Taenzer, Jessica reimb for stamps	11.00	P202100357	60-990-320-610-200-000
32018	1/25/21	NJ Dept of Treasury Annual site Remediation Fee	875.00	P202100323	11-000-261-420-001-000
32019	1/25/21	MRA International 4 Chromebook charging carts	2,739.24	P202100108	20-454-100-610-000-000

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32020	1/25/21	Jersey Mail Systems, LLC postage meter supplies	107.95	P202100268	11-000-230-530-000-000
32021	1/25/21	Digilo, Jovanah Medical reimb	175.00	P202100369	11-000-270-890-000-000
32022	1/25/21	State of NJ BFCE Reg Renewal Fee	512.00	P202100381	11-000-262-800-000-000
32023	1/25/21	AssetGenie, Inc. Chromebook parts and batteries	1,168.50	P202100255	11-190-100-890-000-000
32024	1/25/21	WIRE'S ELEC SHOP INC Install 2 circuits boiler room etc	4,680.98	P202100382	11-000-262-800-000-000
32025	1/25/21	AERO Plumbing & Heating Co., Inc. plumbing & heating repairs	887.40	P202100372	11-000-261-420-001-000
		2nd floor Boy & Girls rooms - faucets 3 urinals s	2,469.00	P202100264	12-000-400-710-000-000
		Total Check Amount:	3,356.40		
32026	1/26/21	Shaeffer, Stephanie 2020-21 services	780.00	P202100213	11-000-216-320-000-000
		2020-21 services	780.00	P202100213	11-000-216-320-000-000
		Total Check Amount:	1,560.00		
32027	1/26/21	The Spoken Path, LLC. Consultations technological support direct suppor	1,200.00	P202100188	11-000-216-320-000-000
32028	1/26/21	Cengage Learning Big Ideas 1st grade 2nd ed	66.00	P202100363	11-190-100-640-000-000
32029	1/27/21	Cintas cleaning supplies	86.27	P202100091	11-000-262-610-000-000
		cleaning supplies	64.71	P202100091	11-000-262-610-000-000
		cleaning supplies	64.71	P202100091	11-000-262-610-000-000
		cleaning supplies	273.58	P202100091	11-000-262-610-000-000
		cleaning supplies	86.27	P202100091	11-000-262-610-000-000
		cleaning supplies	64.71	P202100091	11-000-262-610-000-000
		Custodial Supplies	162.14	P202100394	11-000-262-610-000-000
		Custodial Supplies	64.71	P202100394	11-000-262-610-000-000
		Custodial Supplies	86.27	P202100394	11-000-262-610-000-000
		Custodial Supplies	94.96	P202100394	11-000-262-610-000-000
		Custodial Supplies	184.00	P202100394	11-000-262-610-000-000
		Custodial Supplies	94.96	P202100394	11-000-262-610-000-000
		Custodial Supplies	184.00	P202100394	11-000-262-610-000-000
		Custodial Supplies	64.71	P202100394	11-000-262-610-000-000
		Custodial Supplies	321.58	P202100394	11-000-262-610-000-000
		Custodial Supplies	64.71	P202100394	11-000-262-610-000-000
		Total Check Amount:	1,962.29		

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32030	1/27/21	Horizon BCBSNJ			
		POS	39,815.30	P202100004	11-000-291-270-000-000
		Ominia	59,372.61	P202100004	11-000-291-270-000-000
		Comp/Presc	1,101.22	P202100004	11-000-291-270-000-000
		Total Check Amount:	<u>100,289.13</u>		
32031	1/27/21	Advance Auto Parts			
		Bus/Maintenance supplies	220.64	P202100066	11-000-270-600-000-000
32032	1/27/21	Sherwin-Willaims Co.		Check voided on 2/19/2021	
		Custodial supplies	144.39	P202100331	11-000-262-610-000-000
		Painting supplies etc	84.83	P202100319	11-000-262-610-000-000
		Painting supplies etc	35.74	P202100319	11-000-262-610-000-000
		Painting supplies etc	81.00	P202100319	11-000-262-610-000-000
		flooring/painting supplies	78.34	P202100341	11-000-262-610-000-000
32033	1/27/21	Super Heat Inc.			
		Boilers etc	408.00	P202100395	11-000-262-420-000-000
		Boilers etc	1,560.94	P202100395	11-000-262-420-000-000
		Boilers etc	608.90	P202100395	11-000-262-420-000-000
		Boilers etc	1,743.85	P202100395	11-000-262-420-000-000
		Boilers etc	1,306.48	P202100395	11-000-262-420-000-000
		Boilers etc	1,442.80	P202100395	11-000-262-420-000-000
		Total Check Amount:	<u>7,070.97</u>		
32034	1/27/21	SHI			
		2x 24-port switches, warranty, support	2,456.34	P202100356	12-000-400-710-000-000
		2yr ECIQ PLT SAAS	194.84	P202100356	12-000-400-710-000-000
		Total Check Amount:	<u>2,651.18</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>
N0129	1/29/21	PAYROLL			
		STATE A/R	10,758.17	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Per Diem	240.00	P202100001	11-190-100-104-001-000
		Substitutes - Permanent Sub	1,600.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		2020-2021 Payroll	900.00	P202100001	11-212-100-106-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	2,370.75	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		2020-2021 Payroll	1,103.75	P202100001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,592.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Pers Aide Sal MVS	0.00	P202100001	11-000-217-106-000-002
		Guidance Salary	4,785.19	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	8,534.75	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,258.85	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	528.40	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	742.25	P202100001	11-000-270-161-000-000
		Trans Sal - aides	257.04	P202100001	11-000-270-162-000-000
		PERS FICA	4,372.84	P202100002	11-000-291-220-000-000
		PERS FICA	55.79	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	172.08	P202100002	11-000-291-249-000-000
		Employee Benefits	42.47	P202100001	11-000-291-290-000-000
		Employee Benefits	17.80	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	1,348.92	P202100001	60-990-320-182-200-000
Total Check Amount:			221,452.99		

The Grand Total of all Checks from Fund 10 is:	45,400.64
The Grand Total of all Checks from Fund 11 is:	744,170.60
The Grand Total of all Checks from Fund 12 is:	17,873.68
The Grand Total of all Checks from Fund 20 is:	7,812.30

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
The Grand Total of all Checks from Fund 60 is:			2,472.43		
The Grand total of all checks for this period is:			817,729.65		

Allamuchy Board of Education 2020 - 2021 Cash Receipts Report for all Funds
From 1/1/2021 to 1/31/2021

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
01/04/21	2021010412-000-400-710-000-000		Facility/Property Impr	28,893.78		insurance reimb for methanol remediation
01/08/21	2021010810-102		Cash on Hand	391.00	Kundu, Mr. & Mrs.	Check #174 - Invoice Payment
	2021010810-102		Cash on Hand	1,000.00	Mullins-Montane, Kerry	Check #3085 - Invoice Payment
	2021010810-102		Cash on Hand	220.00	Cefaloni, Cathy	Check #373 - Invoice Payment
	2021010810-102		Cash on Hand	405.00	Eisner, Mr. & Mrs.	Check #190 - Invoice Payment
	2021010810-102		Cash on Hand	700.00	Hall, Chris & Danielle	Check #2679 - Invoice Payment
	2021010811-000-291-270-000-000		Employee Health Ben	88.08	WageWorks	reimb
	2021010811-000-261-610-000-000		Maint Supplies	2,633.27	WageWorks	reimb for overpay
			Total Cash Receipts on 1/8/2021:	5,437.35		
01/11/21	2021011110-1730-000-000		Stud. Org. Memb. Due	25.00		Chromebook insurance
01/13/21	2021011310-1730-000-000		Stud. Org. Memb. Due	25.00	__NONE	chromebook insurance
	2021011310-121		TAX LEVY RECVBL	791,721.47	Township of Allamuchy	Jan tax levy
	2021011311-000-291-270-000-000		Employee Health Ben	88.08	WageWorks	reimb
	2021011360-102		Cash on Hand	1,785.00	Radianc Pictures, LLC	Check #1026 - Invoice Payment
			Total Cash Receipts on 1/13/2021:	793,619.55		
01/27/21	2021012710-421		ACCTS PAYABLE	350.00		pay to play deposits to be returned
	2021012710-102		Cash on Hand	250.00	Pulver, Danielle	Check #1438 - Invoice Payment
	2021012710-102		Cash on Hand	250.00	Pulver, Danielle	Check #178 - Invoice Payment
	2021012710-102		Cash on Hand	1,000.00	Mullins-Montane, Kerry	Check #3094 - Invoice Payment
	2021012760-1910-000-000		Rutherford Hall Renta	105.00		
			Total Cash Receipts on 1/27/2021:	1,955.00		
01/28/21	2021012810-1500-000-000		Miscellaneous Revenu	338.89	__NONE	
	2021012810-421		ACCTS PAYABLE	25.00		pay to play to be returned
	2021012810-102		Cash on Hand	363.00	Canizales, Jannel & Joaquin	Check #3084 - Invoice Payment
	2021012810-102		Cash on Hand	405.00	Bockbrader, Stacy	Check #4462 - Invoice Payment
	2021012810-102		Cash on Hand	190.00	Carricato, Mr. & Mrs.	Check #539 - Invoice Payment
	2021012810-102		Cash on Hand	408.00	Bessemer, Jessica	Check #340 - Invoice Payment
	2021012811-000-213-800-000-000		Health Other Obj	515.00	__NONE	CPR Training reimb from PTO
			Total Cash Receipts on 1/28/2021:	2,244.89		

Allamuchy Board of Education 2020 - 2021 Cash Receipts Report for all Funds
From 1/1/2021 to 1/31/2021

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
01/31/21	20210193	10-1510-000-000	Interest From Investm	54.14		General acct interest
	20210193	10-1510-000-000	Interest From Investm	5.10		other acct interest
	20210193	10-1510-000-000	Interest From Investm	0.33		other acct interest
01/31/21	20210194	10-153	OTHER ACC RECBL	7,830.18		EE health contribs 1/15
	20210194	10-153	OTHER ACC RECBL	7,732.08		EE health contrib - 1/31
	20210194	10-102	Cash on Hand	100.00	Ricci, Michelle	Check #PR011521 - Invoice Payment
01/31/21	20210195	10-141	STATE A/R	34,190.00	STATE OF NJ	State payment #09
	20210195	10-141	STATE A/R	34,190.00	STATE OF NJ	State payment #10
	20210195	10-141	STATE A/R	10,050.02	STATE OF NJ	TPAF FICA 1/15
	20210195	20-141	STATE A/R	4,689.00	STATE OF NJ	IDEA Preschool
	20210195	20-141	STATE A/R	16,407.00	STATE OF NJ	IDEA Basic
Total Cash Receipts on 1/31/2021:				115,247.85		
The Total of Cash Receipts to Fund 10 is:				924,437.42		
The Total of Cash Receipts to Fund 20 is:				21,096.00		
The Total of Cash Receipts to Fund 60 is:				1,890.00		
Total of All Cash Receipts during this period:				947,423.42		

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

District of Allamuchy
All Governmental Funds
For the Month Ending FEBRUARY 28, 2021

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	668,409.80	936,917.70	715,138.66	-	890,188.84
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	668,409.80	936,917.70	715,138.66	-	890,188.84
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Fund 20 - Special Revenue	(32,068.40)	2,275.00	4,793.05	-	(34,586.45)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	12,664.51	-	-	-	12,664.51
Total Government Funds	979,351.04	939,192.70	719,931.71	-	1,198,612.03
Fund 60 - Rutherford Hall	(263,460.67)	-	2,361.86	-	(265,822.53)
TOTAL ALL FUNDS	\$ 715,890.37	\$ 939,192.70	\$ 722,293.57	\$ -	\$ 932,789.50

March 10, 2021

Date

INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
Genl Acct INVESTORS - FEBRUARY 2021 Bal	1,098,395.15	-	939,192.70	811,178.49	1,226,409.36
Petty Cash	<u>700.00</u>	-	-	-	<u>700.00</u>
Sub Total Genl Acct	1,099,095.15	-	939,192.70	811,178.49	1,227,109.36
- Prior period outstanding checks	(383,537.96)	-	-	(305,342.27)	(78,195.69)
+ New outstanding checks this month	<u>-</u>	-	<u>-</u>	<u>216,457.35</u>	<u>(216,457.35)</u>
SUB TOTAL GENERAL FUND	715,557.19	-	939,192.70	722,293.57	932,456.32
Adjustments:					
Cleared check - bank/book diff	22.70	-	-	-	22.70
Deposits in transit at 6/30/19	310.48	-	-	-	310.48
Bank reclassification	-	-	-	-	-
Deposits in Transit at 9/30/20	-	-	-	-	-
TOTAL GENL FUND CK ACCT. FEBRUARY 2021	715,890.37	-	939,192.70	722,293.57	932,789.50

GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
FEBRUARY 2021 Fund 10:	668,409.80	-	936,917.70	715,138.66	890,188.84
Fund 10 Reclass	-	-	-	-	-
Fund 10 Total	668,409.80	-	936,917.70	715,138.66	890,188.84
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Tuition Reserve	-	-	-	-	-
Fund 20:	(32,068.40)	-	2,275.00	4,793.05	(34,586.45)
Fund 20 Reclass:	-	-	-	-	-
Fund 20 Total	(32,068.40)	-	2,275.00	4,793.05	(34,586.45)
Fund 30:	-	-	-	-	-
Fund 40:	12,664.51	-	-	-	12,664.51
Fund 60 Genl Ck. Acct:	(263,460.67)	-	-	2,361.86	(265,822.53)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(263,460.67)	-	-	2,361.86	(265,822.53)
TREASURER REPORT TOTALS:	715,890.37	-	939,192.70	722,293.57	932,789.50

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 890,188.84	
102-106 Other cash equivalents	<u>\$ 0.00</u>	
Total cash		\$ 890,188.84
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		\$ 3,112,224.00
Accounts receivable		
132 Interfund	\$ 9,543.52	
141 Intergovernmental - state	\$ 318,447.48	
142 Intergovernmental - federal	\$ (60.00)	
143 Intergovernmental - other	\$ 104,828.40	
153 Other Accounts Receivable	<u>\$ 284,026.67</u>	
		\$ 716,786.07
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	<u>\$ 0.00</u>	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 10,487,478.00	
302 Less: revenues collected or accrued	<u>\$ (10,404,361.18)</u>	
		\$ 83,116.82
TOTAL ASSETS AND RESOURCES		<u><u>\$ 5,132,660.86</u></u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	\$ 0.00	
402 Interfund accounts payable	\$ 0.00	
411 Intergovernmental accounts payable - state	\$ 26,463.36	
412 Intergovernmental accounts payable - federal	\$ 406.56	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ 9,692.35	
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	<u>\$ 41,610.94</u>	

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	4,055,095.75	
754 Reserve for encumbrances - prior year		\$	(52,333.57)	
761 Reserved fund balance Capital Reserve - July 1, 2020	\$	208,532.08		
604 Add: Increase in capital reserve	\$	0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$	0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs	\$	0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$	0.00		
Subtotal - capital reserve			\$	208,532.08
764 Reserved fund balance Maintenance Reserve - July 1, 2020	\$	121,813.05		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	(45,000.00)		
Subtotal - maintenance reserve			\$	76,813.05
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	99,931.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	10,732,409.00	
602 Less: expenditures	\$	6,233,619.33		
603 Less: encumbrances	\$	4,002,762.18	\$	(10,236,381.51)
Appropriations less expenditures			\$	496,027.49
				\$ 4,884,065.80
Unappropriated:				
770 Fund Balance, July 1, 2020			\$	353,915.55
303 Less: budgeted fund balance			\$	0.00
Unappropriated fund balance				\$ 353,915.55
Total fund equity				\$ 5,237,981.35
TOTAL LIABILITIES AND FUND EQUITY				\$ 5,279,592.29

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,732,409.00	\$ 10,236,381.51	\$ 496,027.49
Less: Revenues	\$ (10,487,478.00)	\$ (10,404,361.18)	\$ (83,116.82)
Subtotal	\$ 244,931.00	\$ (167,979.67)	\$ 412,910.67
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ (45,000.00)	\$ 0.00	\$ (45,000.00)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ (167,979.67)	\$ 167,979.67
Add: Unappropriated fund balance			\$ 353,915.55
Total of budgeted and unappropriated fund balance			\$ 521,895.22

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	(167,979.67)	167,979.67
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	45,000.00	45,000.00	0.00	45,000.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	9,688,734.00	0.00	9,688,734.00	9,656,185.18	32,548.82
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	775,732.00	23,012.00	798,744.00	748,176.00	50,568.00
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		10,464,466.00	68,012.00	10,532,478.00	10,236,381.51	296,096.49

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs - Classroom Instruction		2,058,761.00	(2,285.43)	2,056,475.57	1,201,224.77	855,250.80	0.00	0.00
Regular Programs-Home Instruction		5,000.00	(5,000.00)	0.00	0.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		324,126.00	(14,546.10)	309,579.90	224,271.49	42,940.06	42,368.35	1,757.00
Special Education-Multiply Hdep		118,493.00	5,274.51	123,767.51	69,736.50	53,157.31	873.70	0.00
Special Education-Resource Room		323,412.00	76,180.72	399,592.72	236,536.30	162,955.42	101.00	0.00
Special Education-Prsc Hdep/Part Time		49,824.00	(0.18)	49,823.82	26,541.86	23,031.96	250.00	0.00
Curricular Activities-Instruction		91,285.00	(15,000.00)	76,285.00	22,570.00	53,115.00	600.00	0.00
Athletic Programs-Instruction		11,530.00	(5,000.00)	6,530.00	0.00	5,030.00	1,500.00	0.00
Extended School Year		39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
Undistributed Expense-Instruction		2,771,287.00	34,469.46	2,805,756.46	1,469,275.98	1,256,060.42	80,420.06	311.02
Health Services		131,813.00	0.00	131,813.00	77,785.11	52,398.80	1,629.09	515.00
Other Support Svc-Related Svcs		89,803.00	35,974.53	125,777.53	66,905.60	55,171.93	3,700.00	0.00
Other Support Svc-Extra. Svcs		171,897.00	(77,934.65)	93,962.35	48,892.63	22,777.38	22,292.34	0.00
Other Support Svc-Students-Reg		99,575.00	0.00	99,575.00	57,648.28	41,152.72	774.00	0.00
Other Support Svc-Students-Spec		196,881.00	(19,772.43)	177,108.57	78,079.79	72,131.87	26,896.91	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(7,350.00)	2,450.00	1,300.00	0.00	1,150.00	0.00
Library and Educ Media		81,500.00	(351.20)	81,148.80	45,517.60	29,515.40	6,115.80	0.00
Inst. staff training svcs		7,500.00	351.20	7,851.20	3,659.80	4,191.40	0.00	0.00
Support svc-general admin		281,482.00	20,049.61	301,531.61	212,941.96	34,912.26	53,677.39	13,362.90
Support Svc-School Admin		307,152.00	21,721.33	328,873.33	223,452.73	90,441.58	14,979.02	0.00
Business and Other Support Svcs		183,237.00	(1,023.94)	182,213.06	115,699.96	47,730.10	18,783.00	0.00
Maintenance of Plant Services		182,352.00	(68,202.65)	114,149.35	79,616.21	26,515.82	8,017.32	2,633.27
Operation of Plant		509,453.00	128,816.68	638,269.68	458,407.72	156,053.45	23,808.51	5.74
Care & Upkeep of Grounds		65,079.00	7,779.61	72,858.61	47,900.83	23,862.00	1,095.78	0.00
Student Transportation Svcs		872,263.00	(33,563.00)	838,700.00	525,349.05	215,261.14	98,089.81	0.00
Employee Benefits		1,579,444.00	17,091.00	1,596,535.00	829,660.79	718,586.98	48,287.23	164,090.01
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,562,081.00	92,584.57	10,654,665.57	6,157,012.46	4,042,243.80	455,409.31	182,674.94

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund transfers		102,316.00	28,427.00	130,743.00	76,606.87	13,517.95	40,618.18	39,764.78
Grand Totals for fund 12:		102,316.00	28,427.00	130,743.00	76,606.87	13,517.95	40,618.18	39,764.78

Fund 13 (Special Schools Fund)

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

Fund 18 (Educational Jobs Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for all Subfunds of Fund 10:		10,664,397.00	121,011.57	10,785,408.57	6,233,619.33	4,055,761.75	496,027.49	222,439.72

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	(167,979.67)	167,979.67
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	45,000.00	45,000.00	0.00	45,000.00
10-1210-000-000	Tax Levy	9,336,672.00	0.00	9,336,672.00	9,336,672.00	0.00
10-1300-000-000	TUITION	0.00	0.00	0.00	9,218.00	(9,218.00)
10-1310-000-000	Tuition From Individuals	20,750.00	0.00	20,750.00	75,115.30	(54,365.30)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	225,944.00	0.00	225,944.00	223,139.00	2,805.00
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	0.00	0.00
10-1500-000-000	Miscellaneous Revenue	16,368.00	0.00	16,368.00	1,301.57	15,066.43
10-1510-000-000	Interest From Investments	5,000.00	0.00	5,000.00	223.94	4,776.06
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	1,166.18	(1,166.18)
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	9,349.19	29,650.81
10-1920-000-000	Donations	0.00	0.00	0.00	0.00	0.00
10-1930-000-000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
10-1950-000-000	Srvcs Provided to Other LEA's	44,000.00	0.00	44,000.00	0.00	44,000.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	0.00	0.00
10-1981-000-000	State Health Benefits Refund	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Miscell Rev from Local Sources	0.00	0.00	0.00	0.00	0.00
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	277,862.00	0.00
10-3131-000-000	Extraordinary Aid	40,000.00	0.00	40,000.00	40,000.00	0.00
10-3132-000-000	Cat Spec Ed Aid	420,420.00	0.00	420,420.00	369,852.00	50,568.00
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
10-3256-000-000	St Reimb-Sec Our Chld Fut Bond	0.00	23,012.00	23,012.00	23,012.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,464,466.00	68,012.00	10,532,478.00	10,236,381.51	296,096.49

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	238,382.00	54,853.25	293,235.25	171,100.35	122,134.90	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,206,168.00	(23,888.21)	1,182,279.79	690,070.30	492,209.49	0.00	0.00
11-130-100-101	6-8 TCH SALARY	614,211.00	(33,250.47)	580,960.53	340,054.12	240,906.41	0.00	0.00
Regular Programs - Classroom Instruction		2,058,761.00	(2,285.43)	2,056,475.57	1,201,224.77	855,250.80	0.00	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	(2,000.00)	0.00	0.00	0.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	(3,000.00)	0.00	0.00	0.00	0.00	0.00
Regular Programs-Home Instruction		5,000.00	(5,000.00)	0.00	0.00	0.00	0.00	0.00
11-190-100-104	Substitutes Salary	55,235.00	(16,515.00)	38,720.00	20,909.25	17,810.75	0.00	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	(5,250.00)	36,750.00	36,750.00	0.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	84,395.00	(116.00)	84,279.00	63,580.28	17,380.97	3,317.75	1,757.00
11-190-100-500	Other Purchased Services (400-500 Series)	47,496.00	0.00	47,496.00	5,283.19	5,212.81	37,000.00	0.00
11-190-100-610	GEN SUPPLIES	61,600.00	4,134.00	65,734.00	61,147.87	2,535.53	2,050.60	0.00
11-190-100-640	TEXTBOOKS	26,000.00	7,284.90	33,284.90	33,284.90	0.00	0.00	0.00
11-190-100-890	Other Objects	7,400.00	(4,084.00)	3,316.00	3,316.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		324,126.00	(14,546.10)	309,579.90	224,271.49	42,940.06	42,368.35	1,757.00
11-212-100-101	MD TEACH SAL	113,093.00	(9,045.49)	104,047.51	60,610.20	43,437.31	0.00	0.00
11-212-100-106	MH Aide Salaries	0.00	18,720.00	18,720.00	9,000.00	9,720.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	(4,400.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	126.30	0.00	873.70	0.00
Special Education-Multiply Hdcp		118,493.00	5,274.51	123,767.51	69,736.50	53,157.31	873.70	0.00
11-213-100-101	RES CTR SAL	149,924.00	24,554.73	174,478.73	101,635.80	72,842.93	0.00	0.00
11-213-100-106	RES CTR AIDE SA	171,788.00	51,625.99	223,413.99	133,301.50	90,112.49	0.00	0.00
11-213-100-610	RES CTR SUPPL	1,700.00	0.00	1,700.00	1,599.00	0.00	101.00	0.00
Special Education-Resource Room		323,412.00	76,180.72	399,592.72	236,536.30	162,955.42	101.00	0.00
11-215-100-101	PSD TEACH SAL	26,616.00	(0.18)	26,615.82	15,504.36	11,111.46	0.00	0.00
11-215-100-106	PSD AIDE SAL	22,958.00	0.00	22,958.00	11,037.50	11,920.50	0.00	0.00
11-215-100-610	PSD GEN SUPPL	250.00	0.00	250.00	0.00	0.00	250.00	0.00
Special Education-Prsc Hdcp/Part Time		49,824.00	(0.18)	49,823.82	26,541.86	23,031.96	250.00	0.00
11-401-100-100	Salaries	90,685.00	(15,000.00)	75,685.00	22,570.00	53,115.00	0.00	0.00
11-401-100-600	CO-CURR SUPPLIE	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-401-100-800	CO-CURR OTHER	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Curricular Activities-Instruction		91,285.00	(15,000.00)	76,285.00	22,570.00	53,115.00	600.00	0.00
11-402-100-100	Salaries	10,030.00	(5,000.00)	5,030.00	0.00	5,030.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-402-100-610	General Supplie	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Athletic Programs-Instruction		11,530.00	(5,000.00)	6,530.00	0.00	5,030.00	1,500.00	0.00
11-422-100-100	ESY Salaries	39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
Extended School Year		39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
11-000-100-561	Tuit LEA NJ Reg	2,144,507.00	0.00	2,144,507.00	1,072,253.50	1,072,253.50	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	215,097.00	65,000.00	280,097.00	173,188.50	41,908.50	65,000.00	0.00
11-000-100-563	Voc. School Dist	25,500.00	21,220.00	46,720.00	31,391.20	0.00	15,328.80	0.00
11-000-100-564	Voc. School Dist Spec Ed	0.00	1,840.00	1,840.00	1,840.00	0.00	0.00	0.00
11-000-100-566	TUIT PRIV NJ	241,183.00	(39,590.54)	201,592.46	126,884.78	74,702.42	5.26	311.02
11-000-100-569	TUITION CHARTER SCHOOLS	145,000.00	(14,000.00)	131,000.00	63,718.00	67,196.00	86.00	0.00
Undistributed Expense-Instruction		2,771,287.00	34,469.46	2,805,756.46	1,469,275.98	1,256,060.42	80,420.06	311.02
11-000-213-100	Salaries	125,513.00	0.00	125,513.00	73,114.20	52,398.80	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	(1,069.59)	2,930.41	2,000.00	0.00	930.41	0.00
11-000-213-600	HLTH SUPPLIES	2,100.00	1,085.91	3,185.91	3,185.91	0.00	0.00	0.00
11-000-213-800	HLTH OTH OBJ	200.00	(16.32)	183.68	(515.00)	0.00	698.68	515.00
Health Services		131,813.00	0.00	131,813.00	77,785.11	52,398.80	1,629.09	515.00
11-000-216-100	Salaries	77,303.00	15,974.53	93,277.53	53,745.60	39,531.93	0.00	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	20,000.00	32,000.00	13,160.00	15,640.00	3,200.00	0.00
11-000-216-600	SPEECH SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Other Support Svc-Related Svcs		89,803.00	35,974.53	125,777.53	66,905.60	55,171.93	3,700.00	0.00
11-000-217-106	PERSON AID	133,897.00	(77,934.65)	55,962.35	25,620.00	18,835.50	11,506.85	0.00
11-000-217-320	THERAPY SVS	38,000.00	0.00	38,000.00	23,272.63	3,941.88	10,785.49	0.00
Other Support Svc-Extra. Svcs		171,897.00	(77,934.65)	93,962.35	48,892.63	22,777.38	22,292.34	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-218-104	GUID SALARY	98,575.00	0.00	98,575.00	57,422.28	41,152.72	0.00	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	226.00	0.00	774.00	0.00
Other Support Svc-Students-Reg		99,575.00	0.00	99,575.00	57,648.28	41,152.72	774.00	0.00
11-000-219-104	CST PROF SALARY	75,016.00	64.93	75,080.93	43,763.60	31,317.33	0.00	0.00
11-000-219-105	CST SECT SALARY	20,665.00	0.00	20,665.00	6,687.86	0.04	13,977.10	0.00
11-000-219-320	CST PROF SVS	98,000.00	(20,000.00)	78,000.00	26,461.13	40,814.50	10,724.37	0.00
11-000-219-600	CST SUPPLIES	3,000.00	162.64	3,162.64	1,092.20	0.00	2,070.44	0.00
11-000-219-890	Membership Dues Fees	200.00	0.00	200.00	75.00	0.00	125.00	0.00
Other Support Svc-Students-Spec		196,881.00	(19,772.43)	177,108.57	78,079.79	72,131.87	26,896.91	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	(7,350.00)	1,150.00	0.00	0.00	1,150.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	1,300.00	0.00	0.00	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(7,350.00)	2,450.00	1,300.00	0.00	1,150.00	0.00
11-000-222-100	Salaries	70,700.00	0.00	70,700.00	41,184.60	29,515.40	0.00	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	10,500.00	(219.75)	10,280.25	4,333.00	0.00	5,947.25	0.00
11-000-222-600	LIB SUP/MAT	300.00	(131.45)	168.55	0.00	0.00	168.55	0.00
Library and Educ Media		81,500.00	(351.20)	81,148.80	45,517.60	29,515.40	6,115.80	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	351.20	7,851.20	3,659.80	4,191.40	0.00	0.00
Inst. staff training svcs		7,500.00	351.20	7,851.20	3,659.80	4,191.40	0.00	0.00
11-000-230-100	Salaries	0.00	16,796.40	16,796.40	5,598.80	11,197.60	0.00	0.00
11-000-230-270	District Admin Health Benefits	4,550.00	425.71	4,975.71	4,975.71	0.00	0.00	0.00
11-000-230-320	Shared services CSA	111,232.00	(36,444.25)	74,787.75	59,841.30	0.00	14,946.45	0.00
11-000-230-331	ADM LEGAL SV	32,000.00	39,576.00	71,576.00	45,569.25	0.00	26,006.75	0.00
11-000-230-332	Audit Fees	18,000.00	200.00	18,200.00	18,200.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	22,600.00	1,171.00	23,771.00	16,940.00	739.00	6,092.00	0.00
11-000-230-530	Communications/Telephone	32,000.00	12,300.00	44,300.00	21,412.46	21,793.59	1,093.95	13,362.90
11-000-230-590	Other Purchased Services (400-500 Series)	32,100.00	(12,500.00)	19,600.00	18,180.57	0.00	1,419.43	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	4,000.00	0.00	4,000.00	2,958.72	83.07	958.21	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	(1,475.25)	23,524.75	19,265.15	1,099.00	3,160.60	0.00
Support svc-general admin		281,482.00	20,049.61	301,531.61	212,941.96	34,912.26	53,677.39	13,362.90
11-000-240-103	SCHOOL PRIN SAL	161,205.00	42,190.38	203,395.38	152,425.80	50,969.58	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	116,062.00	(20,278.55)	95,783.45	56,383.43	39,400.02	0.00	0.00
11-000-240-270	School Admin Health Benefits	14,285.00	0.00	14,285.00	0.00	0.00	14,285.00	0.00
11-000-240-300	Purchased Professional & Tech Services	14,500.00	143.50	14,643.50	14,643.50	0.00	0.00	0.00
11-000-240-600	SCHOOL OFF SUPP	1,000.00	(334.00)	666.00	0.00	71.98	594.02	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		307,152.00	21,721.33	328,873.33	223,452.73	90,441.58	14,979.02	0.00
11-000-251-100	Salaries	146,454.00	(2,263.98)	144,190.02	96,459.92	47,730.10	0.00	0.00
11-000-251-270	Business Admin Health Benefits	18,783.00	0.00	18,783.00	0.00	0.00	18,783.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,000.00	293.65	18,293.65	18,293.65	0.00	0.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	0.00	946.39	946.39	946.39	0.00	0.00	0.00
Business and Other Support Svcs		183,237.00	(1,023.94)	182,213.06	115,699.96	47,730.10	18,783.00	0.00
11-000-261-100	Salaries	112,302.00	(68,202.65)	44,099.35	27,754.88	14,593.45	1,751.02	0.00
11-000-261-420	MAINT SVS	60,000.00	0.00	60,000.00	46,356.66	9,070.88	4,572.46	0.00
11-000-261-610	MAINT SUPPL	10,000.00	(950.00)	9,050.00	4,504.67	2,851.49	1,693.84	2,633.27
11-000-261-800	Maintenance Prog	50.00	950.00	1,000.00	1,000.00	0.00	0.00	0.00
Maintenance of Plant Services		182,352.00	(68,202.65)	114,149.35	79,616.21	26,515.82	8,017.32	2,633.27
11-000-262-100	Salaries	193,453.00	18,332.04	211,785.04	139,980.44	71,496.09	308.51	0.00
11-000-262-300	Purch Prof SVS	28,000.00	20,000.00	48,000.00	36,515.80	3,377.75	8,106.45	0.00
11-000-262-420	PLNT CUST SVS	0.00	67,288.00	67,288.00	62,468.48	3,658.04	1,161.48	0.00
11-000-262-490	PLT WATER SVS	20,000.00	0.00	20,000.00	13,593.62	2,661.82	3,744.56	0.00
11-000-262-520	INSURANCES	37,000.00	2,971.64	39,971.64	39,971.64	0.00	0.00	0.00
11-000-262-610	PLNT SUPPLIES	50,000.00	10,225.00	60,225.00	49,610.25	8,008.42	2,606.33	5.74
11-000-262-621	Energy - Propane - Villa	6,000.00	0.00	6,000.00	1,908.19	1,091.81	3,000.00	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	0.00	98,000.00	56,736.65	41,263.35	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	76,000.00	0.00	76,000.00	51,503.83	24,496.17	0.00	0.00
11-000-262-800	PLNT OTHER	1,000.00	10,000.00	11,000.00	6,118.82	0.00	4,881.18	0.00
Operation of Plant		509,453.00	128,816.68	638,269.68	458,407.72	156,053.45	23,808.51	5.74
11-000-263-100	Grounds	50,079.00	7,779.61	57,858.61	37,600.00	20,258.61	0.00	0.00
11-000-263-300	Purchased Prof Svcs	12,000.00	0.00	12,000.00	8,428.80	2,696.30	874.90	0.00
11-000-263-600	Grounds supplies	3,000.00	0.00	3,000.00	1,872.03	907.09	220.88	0.00
Care & Upkeep of Grounds		65,079.00	7,779.61	72,858.61	47,900.83	23,862.00	1,095.78	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-270-105	Transportation Secretary	52,826.00	(1,540.00)	51,286.00	34,190.80	17,095.20	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	215,910.00	25,134.90	241,044.90	139,952.25	101,092.65	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	50,688.00	(11,000.00)	39,688.00	19,239.32	20,310.91	137.77	0.00
11-000-270-162	Salary - Pupil Transportation	36,419.00	(23,594.90)	12,824.10	3,972.92	3,150.60	5,700.58	0.00
11-000-270-390	Communication Services	20,000.00	(7,150.13)	12,849.87	0.00	0.00	12,849.87	0.00
11-000-270-420	TRNS REP/MAINT	100,000.00	18,150.13	118,150.13	111,785.11	6,365.02	0.00	0.00
11-000-270-443	Lease Purchase Pymt	103,970.00	(17,000.00)	86,970.00	85,744.24	0.00	1,225.76	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	2,987.00	52,987.00	21,500.00	24,166.00	7,321.00	0.00
11-000-270-511	TRNS CONT REG	3,750.00	0.00	3,750.00	2,520.00	0.00	1,230.00	0.00
11-000-270-514	Contract (spec ed) Vendors	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00	0.00
11-000-270-515	TRNS SP ED JNT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	(19,550.00)	120,450.00	64,526.08	35,923.92	20,000.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	25,000.00	0.00	25,000.00	21,148.47	0.00	3,851.53	0.00
11-000-270-600	TRNS SUP/MAT	58,500.00	0.00	58,500.00	19,179.86	6,781.84	32,538.30	0.00
11-000-270-890	Misc Expenses	3,200.00	0.00	3,200.00	1,590.00	375.00	1,235.00	0.00
Student Transportation Svcs		872,263.00	(33,563.00)	838,700.00	525,349.05	215,261.14	98,089.81	0.00
11-000-291-220	PERS FICA	130,000.00	0.00	130,000.00	76,282.90	53,717.10	0.00	0.00
11-000-291-232	TPAF ERIP CONT	10,000.00	0.00	10,000.00	0.00	9,901.00	99.00	0.00
11-000-291-241	PERS CONTR	135,000.00	0.00	135,000.00	0.00	132,822.00	2,178.00	0.00
11-000-291-249	DCRP Employer Contribution	5,000.00	0.00	5,000.00	2,254.60	2,745.40	0.00	0.00
11-000-291-260	WORKMENS COMPESA	65,000.00	0.00	65,000.00	48,779.94	15,422.46	797.60	0.00
11-000-291-270	EMPL HLTH BENEF	1,203,444.00	0.00	1,203,444.00	680,700.56	501,856.87	20,886.57	164,090.01
11-000-291-280	TUITION REIMB	20,000.00	0.00	20,000.00	3,877.85	2,122.15	14,000.00	0.00
11-000-291-290	Employee Benefits	1,000.00	0.00	1,000.00	673.94	0.00	326.06	0.00
11-000-291-299	Unused Sick Pmnt to Ret Staff	10,000.00	17,091.00	27,091.00	17,091.00	0.00	10,000.00	0.00
Employee Benefits		1,579,444.00	17,091.00	1,596,535.00	829,660.79	718,586.98	48,287.23	164,090.01
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,562,081.00	92,584.57	10,654,665.57	6,157,012.46	4,042,243.80	455,409.31	182,674.94

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-001-604-000	Increase in Capital Reserve	950.00	0.00	950.00	0.00	0.00	950.00	0.00
12-000-400-710	FAC/PROP IMP	100,000.00	28,427.00	128,427.00	76,606.87	13,517.95	38,302.18	39,764.78
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		102,316.00	28,427.00	130,743.00	76,606.87	13,517.95	40,618.18	39,764.78
Grand Totals for fund 12:		102,316.00	28,427.00	130,743.00	76,606.87	13,517.95	40,618.18	39,764.78

Fund 13 (Special Schools Fund)

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

Fund 18 (Educational Jobs Fund)

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

Grand Totals for all Subfunds of Fund 10:	10,664,397.00	121,011.57	10,785,408.57	6,233,619.33	4,055,761.75	496,027.49	222,439.72
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (34,586.45)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (34,586.45)
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	\$ (80,046.00)	
142 Intergovernmental - federal	\$ 207,690.45	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 10,855.57	
		\$ 138,500.02
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)	\$ 55,255.00	
302 Less: revenues collected or accrued	\$ (237,255.00)	
		\$ (182,000.00)
TOTAL ASSETS AND RESOURCES		\$ (78,086.43)

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				\$	64,225.56	
754 Reserve for encumbrances - prior year				\$	(4,681.85)	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	78,955.00		
602 Less: expenditures	\$	164,169.42				
603 Less: encumbrances	\$	59,543.71	\$	(223,713.13)	\$	(144,758.13)
Appropriations less expenditures						\$ (85,214.42)

Unappropriated:

770 Fund Balance, July 1, 2020	\$	(5,176.91)	
303 Less: budgeted fund balance	\$	<u>(23,700.00)</u>	
Unappropriated fund balance			\$ (28,876.91)
Total fund equity			<u>\$ (114,091.33)</u>
TOTAL LIABILITIES AND FUND EQUITY			<u>\$ (83,263.41)</u>

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	23,700.00	23,700.00	(13,541.87)	37,241.87
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
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	182,000.00	55,255.00	237,255.00	237,255.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	78,955.00	78,955.00	223,713.13	(144,758.13)

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	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
Ed Jobs Fund		4,500.00	3,800.00	8,300.00	0.00	0.00	8,300.00	0.00
CARES Act		0.00	25,001.00	25,001.00	25,001.00	0.00	0.00	0.00
CRF Grant		0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
Title I		32,000.00	(1,099.00)	30,901.00	16,919.15	12,661.17	1,320.68	0.00
IDEA Part B		90,000.00	4,762.00	94,762.00	43,539.48	51,222.52	0.00	0.00
IDEA (Prog. 251)		5,000.00	486.00	5,486.00	4,689.00	797.00	0.00	0.00
Title II Part A		8,500.00	(1,173.00)	7,327.00	7,287.00	40.00	0.00	0.00
Title IV		10,000.00	4,149.98	14,149.98	6,251.25	0.00	7,898.73	0.00
R.E.A.P. GRANT		32,000.00	9,438.00	41,438.00	27,307.09	0.00	14,130.91	0.00
Grand Totals for fund 20:		182,000.00	84,131.98	266,131.98	164,169.42	64,720.69	37,241.87	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	23,700.00	23,700.00	(13,541.87)	37,241.87
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1920-403-000	Future fisherman foundation	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
20-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
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	32,000.00	(2,086.00)	29,914.00	29,914.00	0.00
20-4412-232-000	Title II Part A	0.00	0.00	0.00	0.00	0.00
20-4413-232-000	Title I Part D	0.00	0.00	0.00	0.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4417-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4421-250-000	IDEA Basic	90,000.00	4,762.00	94,762.00	94,762.00	0.00
20-4423-251-000	IDEA-Preschool	5,000.00	486.00	5,486.00	5,486.00	0.00
20-4430-000-000	Vocational Education	0.00	0.00	0.00	0.00	0.00
20-4440-000-000	Adult Basic Education	0.00	0.00	0.00	0.00	0.00
20-4451-270-000	Title II A Training	8,500.00	(1,213.00)	7,287.00	7,287.00	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	9,438.00	41,438.00	41,438.00	0.00
20-4503-450-000	Matrix	0.00	0.00	0.00	0.00	0.00
20-4511-450-000	Title 1A-ARRA	0.00	0.00	0.00	0.00	0.00
20-4514-455-000	IDEA Basic - ARRA	0.00	0.00	0.00	0.00	0.00
20-4515-458-000	IDEA Preschool - ARRA	0.00	0.00	0.00	0.00	0.00
20-4530-000-000	CARES Act	0.00	25,001.00	25,001.00	25,001.00	0.00
20-4532-000-000	CRF Grant	0.00	19,067.00	19,067.00	19,067.00	0.00
20-4700-000-000	Private Industry	0.00	0.00	0.00	0.00	0.00
20-4999-000-000	Other	4,500.00	(200.00)	4,300.00	4,300.00	0.00
Grand Totals		0.00	78,955.00	78,955.00	223,713.13	(144,758.13)

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	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
Ungrouped Accounts		0.00	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
20-190-100-500	Safety Grant	4,500.00	3,800.00	8,300.00	0.00	0.00	8,300.00	0.00
Ed Jobs Fund		4,500.00	3,800.00	8,300.00	0.00	0.00	8,300.00	0.00
20-477-100-600	Instructional Supplies	0.00	25,001.00	25,001.00	25,001.00	0.00	0.00	0.00
CARES Act		0.00	25,001.00	25,001.00	25,001.00	0.00	0.00	0.00
20-479-100-600	Instructional Supplies	0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
CRF Grant		0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
20-231-100-100	Personal Services - Salaries	26,000.00	0.00	26,000.00	14,376.36	10,302.96	1,320.68	0.00
20-231-100-600	General Supplies	6,000.00	(1,099.00)	4,901.00	2,542.79	2,358.21	0.00	0.00
Title I		32,000.00	(1,099.00)	30,901.00	16,919.15	12,661.17	1,320.68	0.00
20-250-100-300	IDEA ED SVS	45,000.00	3,209.00	48,209.00	33,270.48	14,938.52	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	45,000.00	1,553.00	46,553.00	10,269.00	36,284.00	0.00	0.00
IDEA Part B		90,000.00	4,762.00	94,762.00	43,539.48	51,222.52	0.00	0.00
20-251-100-300	IDEA PSH ED SVS	5,000.00	486.00	5,486.00	4,689.00	797.00	0.00	0.00
IDEA (Prog. 251)		5,000.00	486.00	5,486.00	4,689.00	797.00	0.00	0.00
20-270-100-600	General Supplies	0.00	40.00	40.00	0.00	40.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	8,500.00	(1,213.00)	7,287.00	7,287.00	0.00	0.00	0.00
Title II Part A		8,500.00	(1,173.00)	7,327.00	7,287.00	40.00	0.00	0.00
20-280-100-600	Instructional Supplies	10,000.00	4,149.98	14,149.98	6,251.25	0.00	7,898.73	0.00
Title IV		10,000.00	4,149.98	14,149.98	6,251.25	0.00	7,898.73	0.00
20-451-100-100	PERS SERVICES	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00
20-451-100-600	SUPP/MAT	20,000.00	(3,933.59)	16,066.41	13,935.50	0.00	2,130.91	0.00
20-451-200-600	OTHER SUP/MAT	0.00	13,371.59	13,371.59	13,371.59	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	9,438.00	41,438.00	27,307.09	0.00	14,130.91	0.00
Grand Totals for fund 20:		182,000.00	84,131.98	266,131.98	164,169.42	64,720.69	37,241.87	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	\$ 12,664.51	
102-106 Other cash equivalents	<u>\$ 0.00</u>	
Total cash		\$ 12,664.51
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 551,837.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 50,298.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	<u>\$ 0.00</u>	
		\$ 50,298.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	<u>\$ 0.00</u>	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	<u>\$ (769,600.00)</u>	
		\$ (769,600.00)
TOTAL ASSETS AND RESOURCES		<u>\$ (154,800.49)</u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 0.00
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 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		<u>\$ 0.00</u>

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	614,800.00	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	0.00		
602 Less: expenditures	\$	154,800.00			
603 Less: encumbrances	\$	614,800.00	\$	(769,600.00)	\$ (769,600.00)
Appropriations less expenditures					\$ (154,800.00)

Unappropriated:

770 Fund Balance, July 1, 2020			\$	(0.49)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance					\$ (0.49)
Total fund equity					\$ (154,800.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (154,800.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 0.00	\$ 769,600.00	\$ (769,600.00)
Less: Revenues	\$ 0.00	\$ (769,600.00)	\$ 769,600.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 0.00	\$ 0.00
Add: Unappropriated fund balance			\$ (0.49)
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	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	706,637.00	0.00	706,637.00	706,637.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	62,963.00	0.00	62,963.00	62,963.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	769,600.00	(769,600.00)

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		769,600.00	0.00	769,600.00	154,800.00	614,800.00	0.00	0.00
Grand Totals for fund 40:		769,600.00	0.00	769,600.00	154,800.00	614,800.00	0.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	0.00	0.00
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	706,637.00	0.00	706,637.00	706,637.00	0.00
40-3160-000-000	Debt Service Aid II	62,963.00	0.00	62,963.00	62,963.00	0.00
Grand Totals		0.00	0.00	0.00	769,600.00	(769,600.00)

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-834	BOND INTEREST	309,600.00	0.00	309,600.00	154,800.00	154,800.00	0.00	0.00
40-701-510-910	BOND PRINC	460,000.00	0.00	460,000.00	0.00	460,000.00	0.00	0.00
Debt service-regular		769,600.00	0.00	769,600.00	154,800.00	614,800.00	0.00	0.00
Grand Totals for fund 40:		769,600.00	0.00	769,600.00	154,800.00	614,800.00	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	\$ (265,822.53)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (265,822.53)
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	\$ 25,248.25	
153 Other Accounts Receivable	\$ 2,600.00	
		\$ 27,848.25
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (16,218.25)	
		\$ (16,218.25)
TOTAL ASSETS AND RESOURCES		\$ (254,192.53)

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	\$	350.00
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	\$	8,890.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	39,831.20	
754 Reserve for encumbrances - prior year				\$	(786.00)	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	0.00		
602 Less: expenditures	\$	45,288.66				
603 Less: encumbrances	\$	39,045.20	\$	(84,333.86)	\$	(84,333.86)
Appropriations less expenditures						\$ (45,288.66)

Unappropriated:

770 Fund Balance, July 1, 2020	\$	(220,079.87)	
303 Less: budgeted fund balance	\$	0.00	
Unappropriated fund balance			\$ (220,079.87)
Total fund equity			\$ (265,368.53)

TOTAL LIABILITIES AND FUND EQUITY

\$ (256,478.53)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 0.00	\$ 84,333.86	\$ (84,333.86)
Less: Revenues	\$ 0.00	\$ (16,218.25)	\$ 16,218.25
Subtotal	\$ 0.00	\$ 68,115.61	\$ (68,115.61)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 68,115.61	\$ (68,115.61)
Add: Unappropriated fund balance			\$ (220,079.87)
Total of budgeted and unappropriated fund balance			\$ (288,195.48)

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	68,115.61	(68,115.61)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	16,218.25	(16,218.25)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	84,333.86	(84,333.86)

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	38,789.45	33,927.53	(72,716.98)	0.00
Administrative Costs		0.00	786.00	786.00	2,411.20	0.00	(1,625.20)	0.00
Purchased Services		0.00	0.00	0.00	200.00	0.00	(200.00)	0.00
Supplies		0.00	0.00	0.00	1,071.22	0.00	(1,071.22)	0.00
Other Expenses		0.00	0.00	0.00	2,816.79	5,903.67	(8,720.46)	0.00
Grand Totals for fund 60:		0.00	786.00	786.00	45,288.66	39,831.20	(84,333.86)	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	68,115.61	(68,115.61)
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	6,132.50	(6,132.50)
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	0.00	0.00
60-1633-000-000	Sturm Art Sales	0.00	0.00	0.00	0.00	0.00
60-1710-101-000	Admis - Grant Funct. Lectures	0.00	0.00	0.00	90.00	(90.00)
60-1710-102-000	Admis Grant Funct.-Museum	0.00	0.00	0.00	45.00	(45.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	0.00	0.00
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	0.00	0.00
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	(465.00)	465.00
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	0.00	0.00
60-1710-106-000	Admis-Grant Funds-Theater Grou	0.00	0.00	0.00	0.00	0.00
60-1710-107-000	High Tea	0.00	0.00	0.00	0.00	0.00
60-1710-108-000	Downton Abbey Luncheons	0.00	0.00	0.00	0.00	0.00
60-1710-109-000	YOGA	0.00	0.00	0.00	0.00	0.00
60-1710-110-000	Tap Dancing	0.00	0.00	0.00	0.00	0.00
60-1710-201-000	Summer Art Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-101	Jedi/Star Wars Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-203-000	Harry Potter Summer Camp #1	0.00	0.00	0.00	(386.50)	386.50
60-1710-203-100	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	0.00	0.00
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	0.00	0.00
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	0.00	0.00
60-1710-205-000	French Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-206-000	Spanish Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-207-000	Learning in the Landscape	0.00	0.00	0.00	0.00	0.00
60-1710-208-000	Art Camp: Landscape & Art	0.00	0.00	0.00	0.00	0.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	1,528.00	(1,528.00)
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	0.00	0.00
60-1710-210-000	Living In the Great Depression	0.00	0.00	0.00	0.00	0.00
60-1710-211-000	Classic Sports & Games	0.00	0.00	0.00	0.00	0.00
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	0.00	0.00	0.00	0.00	0.00
60-1710-213-001	Outdoor Camp - Survival	0.00	0.00	0.00	140.00	(140.00)
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	0.00	0.00
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	0.00	0.00	0.00	0.00	0.00
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	0.00	0.00
60-1715-000-000	Luau Fund Raiser	0.00	0.00	0.00	0.00	0.00
60-1750-100-000	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1750-100-100	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1780-000-000	Public Programming	0.00	0.00	0.00	0.00	0.00
60-1780-100-000	Girl Scout Programs	0.00	0.00	0.00	0.00	0.00
60-1790-000-000	Other activities - Grant	0.00	0.00	0.00	0.00	0.00
60-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
60-1910-000-000	Rutherford Hall Rentals	0.00	0.00	0.00	9,131.25	(9,131.25)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	0.00	0.00
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00
60-1911-000-000	School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00
60-1920-000-000	Private Contris & Donations	0.00	0.00	0.00	0.00	0.00

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

FY2021 Data is Posted to 2/28/2021

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60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	0.00	0.00
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	0.00	0.00
60-1920-103-000 Fireworks Vendor Fees	0.00	0.00	0.00	0.00	0.00
60-1920-104-000 Fireworks Bus/Entry Fee	0.00	0.00	0.00	0.00	0.00
60-1921-000-000 Public Contris & Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	3.00	(3.00)
Grand Totals	0.00	0.00	0.00	84,333.86	(84,333.86)

Minimum Expense General Ledger Report

Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	16,236.98	0.00	(16,236.98)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	16,072.47	33,927.53	(50,000.00)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	6,480.00	0.00	(6,480.00)	0.00
Salaries		0.00	0.00	0.00	38,789.45	33,927.53	(72,716.98)	0.00
60-990-320-335	Haunted Hall Costs	0.00	786.00	786.00	0.00	0.00	786.00	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	1,891.20	0.00	(1,891.20)	0.00
60-990-320-340	Purchased Technical Services	0.00	0.00	0.00	520.00	0.00	(520.00)	0.00
Administrative Costs		0.00	786.00	786.00	2,411.20	0.00	(1,625.20)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	0.00	0.00	150.00	0.00	(150.00)	0.00
60-990-320-450	Construction Services	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
Purchased Services		0.00	0.00	0.00	200.00	0.00	(200.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	1,071.22	0.00	(1,071.22)	0.00
Supplies		0.00	0.00	0.00	1,071.22	0.00	(1,071.22)	0.00
60-990-320-890	Miscellaneous Expense	0.00	0.00	0.00	63.35	186.65	(250.00)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	2,132.20	1,297.76	(3,429.96)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	621.24	4,419.26	(5,040.50)	0.00
Other Expenses		0.00	0.00	0.00	2,816.79	5,903.67	(8,720.46)	0.00
Grand Totals for fund 60:		0.00	786.00	786.00	45,288.66	39,831.20	(84,333.86)	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

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
31959	1/22/21	Super Heat Inc.	Check voided on 2/4/2021		
		boiler heating repairs	(51.00)	P202100336	11-000-262-420-000-000
		boiler heating repairs	(408.00)	P202100336	11-000-262-420-000-000
		Total Check Amount:	(459.00)		
32032	1/27/21	Sherwin-Willaims Co.	Check voided on 2/19/2021		
		Custodial supplies	(144.39)	P202100331	11-000-262-610-000-000
		Painting supplies etc	(84.83)	P202100319	11-000-262-610-000-000
		Painting supplies etc	(35.74)	P202100319	11-000-262-610-000-000
		Painting supplies etc	(81.00)	P202100319	11-000-262-610-000-000
		flooring/painting supplies	(78.34)	P202100341	11-000-262-610-000-000
		Total Check Amount:	(424.30)		
N0229	2/1/21	Heartland Payment Systems			
		CC processing fees	49.51	P202100202	60-990-320-892-200-000
32035	2/4/21	Super Heat Inc.	Check voided on 3/4/2021		
		hot water pump	51.00	P202100295	11-000-262-420-000-000
		boiler heating repairs	720.40	P202100336	11-000-262-420-000-000
32036	2/5/21	WARREN CO SPEC SVCS SC D			
		Transp Services Spec Ed	8,710.01	P202100233	11-000-270-518-000-000
32037	2/5/21	Cintas			
		maintenance supplies	2,241.14	P202100398	11-000-262-610-000-000
		maintenance supplies	1,870.52	P202100398	11-000-262-610-000-000
		Total Check Amount:	4,111.66		
32038	2/5/21	Bahl, Divya			
		Interpreter Services	65.00	P202100400	11-000-219-104-000-000
32039	2/5/21	United Site Services			
		waste pickup at ATS MVS	234.64	P202100068	11-000-261-420-001-000
		waste pickup at ATS MVS	254.54	P202100068	11-000-261-420-001-000
		Total Check Amount:	489.18		
32040	2/5/21	Nitty Gritty Science, LLC			
		Deb DeAngelis Demo Days (Nov 8-9)	49.00	P202100271	11-000-223-500-000-000
32042	2/5/21	South Paw Enterprises			
		Resistance Banks	95.95	P202100366	11-000-219-600-000-000
32043	2/5/21	VIKING TERMITE & PEST			
		Pest control	243.80	P202100045	11-000-261-420-001-000
		Pest control	54.51	P202100045	11-000-261-420-001-000
		Pest control	267.34	P202100045	11-000-261-420-001-000
		Total Check Amount:	565.65		

<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>
32046	2/5/21	Jersey Central Power & Light			
		Electric	928.52	P202100017	11-000-262-622-000-002
		Electric	2,151.40	P202100017	11-000-262-622-000-002
		Total Check Amount:	3,079.92		
32047	2/5/21	Haggerty, Wayne	**VOIDED**	Check voided on 2/12/2021	
32048	2/5/21	Shaeffer, Stephanie			
		2020-21 services	975.00	P202100213	11-000-216-320-000-000
32049	2/5/21	Amazon Capital Services			
		class supplies	47.98	P202100075	11-190-100-610-000-000
		class supplies	177.89	P202100075	11-190-100-610-000-000
		class supplies	48.72	P202100075	11-190-100-610-000-000
		class supplies	94.80	P202100075	11-190-100-610-000-000
		maintenance supplies	611.23	P202100373	11-000-261-610-000-000
		maintenance supplies	137.91	P202100373	11-000-261-610-000-000
		maintenance supplies	(24.99)	P202100373	11-000-261-610-000-000
		iPads	24.99	P202000666	20-231-100-600-000-000
		Total Check Amount:	1,118.53		
32050	2/5/21	Amazon Capital Services			
		Dist Grounds	68.18	P202100407	11-000-263-600-000-000
		Dist Grounds	569.93	P202100407	11-000-263-600-000-000
		Total Check Amount:	638.11		
32051	2/5/21	Warren County Technical School			
		5 FTE x \$5100 (est)	5,095.20	P202100211	11-000-100-563-000-000
32052	2/5/21	Municipal Capital Corp.			
		copier leases	1,372.00	P202100028	11-190-100-340-000-000
32053	2/5/21	WageWorks, Inc.			
		Cobra	57.00	P202100097	11-000-291-270-000-000
32054	2/5/21	WageWorks, Inc.			
		FSA Health care	91.20	P202100098	11-000-291-270-000-000
32055	2/5/21	New Jersey Schools Insurance Group			
		workers comp	5,140.82	P202100237	11-000-291-260-000-000
32056	2/5/21	Hackettstown Supply Co., Inc.			
		hardware etc	26.88	P202100408	11-000-261-610-000-000
32057	2/5/21	Duke's Landscape Management, Inc.			
		RH Grounds/Landscape	1,053.60	P202100044	11-000-263-300-000-000
32058	2/5/21	Yudichak, Kenneth			
		Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32059	2/5/21	Integrated Therapeutics Group, LLC			
		2020-21 tuition	16,740.00	P202100195	11-000-100-562-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32060	2/5/21	JDM Group tech services	4,216.67	P202100022	11-190-100-340-000-000
N1217	2/5/21	WEX Bank Fuel for Buses	2,389.60	P202100313	11-000-270-600-000-000
32061	2/8/21	Mountain View Property Management LLC			
		Consulting Fee - Jan 2021	750.00	P202100409	11-000-261-420-001-000
		Consulting Fee - Feb 2021	750.00	P202100409	11-000-261-420-001-000
		Total Check Amount:	1,500.00		
32062	2/8/21	Brookaire Company Pleated filters	1,267.80	P202100403	11-000-262-610-000-000
32063	2/8/21	Eurofins Monitoring well.Ground Waters	422.25	P202100404	11-000-262-300-000-000
32064	2/8/21	Cintas			
		Custodial Supplies	86.27	P202100394	11-000-262-610-000-000
		Custodial Supplies	94.96	P202100394	11-000-262-610-000-000
		Custodial Supplies	40.00	P202100394	11-000-262-610-000-000
		Total Check Amount:	221.23		
32065	2/8/21	Zonar Systems			
		Install GPS device	1,100.00	P202100388	11-000-270-600-000-000
		Install GPS device	11.52	P202100388	11-000-270-600-000-000
		Total Check Amount:	1,111.52		
32066	2/8/21	Quiles, Kimberly aid in lieu	500.00	P202100391	11-000-270-503-000-000
32067	2/8/21	di Palma, Steven & Christine Aid in Lieu	500.00	P202100157	11-000-270-503-000-000
N0230	2/8/21	First Data Global Leasing - Transfirst CC on-site scanner rental (34.98/mo + 10.20 ann'	34.98	P202100205	60-990-320-891-100-000
N0231	2/10/21	Transfirst CC processing fees	176.05	P202100204	60-990-320-891-100-000

<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>
N0211	2/11/21	PAYROLL			
		STATE A/R	10,756.25	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Class Coverage	98.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	1,400.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	2,977.50	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,592.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	4,785.19	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	8,534.75	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,146.05	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	629.15	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Sal - aides	456.96	P202100001	11-000-270-162-000-000
		PERS FICA	4,283.66	P202100002	11-000-291-220-000-000
		PERS FICA	55.80	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	146.59	P202100002	11-000-291-249-000-000
		Employee Benefits	36.18	P202100001	11-000-291-290-000-000
		Employee Benefits	15.17	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	1,101.42	P202100001	60-990-320-182-200-000
Total Check Amount:			220,183.61		

<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>
32041	2/15/21	Super Heat Inc.			
		hot water pump	199.71	P202100295	11-000-262-420-000-000
		Bus repair and services	720.40	P202100399	11-000-270-420-000-000
		Bus repair and services	8,097.97	P202100399	11-000-270-420-000-000
		Bus repair and services	1,696.10	P202100399	11-000-270-420-000-000
		Bus repair and services	1,384.29	P202100399	11-000-270-420-000-000
		Bus repair and services	612.77	P202100399	11-000-270-420-000-000
		Bus repair and services	3,181.09	P202100399	11-000-270-420-000-000
		Total Check Amount:	15,892.33		
32068	2/18/21	Haggerty, Wayne			
		bus yard & buses plow	2,025.00	P202100401	11-000-270-420-000-000
32069	2/18/21	Advance Auto Parts			
		Bus/Maintenance supplies	220.64	P202100066	11-000-270-600-000-000
32070	2/18/21	QUILL CORPORATION			
		post notes 1099-misc mag glass	23.45	P202100397	11-000-219-600-000-000
		office supplies	9.34	P202100201	11-000-230-610-000-000
		office supplies	13.59	P202100201	11-000-230-610-000-000
		Total Check Amount:	46.38		
32072	2/18/21	Allied Oil Company			
		Heatling oil	4,336.28	P202100021	11-000-262-624-000-001
		Heatling oil	5,554.70	P202100021	11-000-262-624-000-001
		Total Check Amount:	9,890.98		
32073	2/18/21	Broadstep Academy New Jersey, Inc.			
		Tuition	7,747.92	P202100069	11-000-100-566-000-000
		One to One Aide	1,615.00	P202100069	11-000-100-566-000-000
		Total Check Amount:	9,362.92		
32074	2/18/21	DELTA DENTAL			
		Dental Ins	5,312.71	P202100200	11-000-291-270-000-000
		Dental Ins	314.19	P202100200	11-000-291-270-000-000
		Total Check Amount:	5,626.90		
32075	2/18/21	Direct Waste Services, Inc.			
		Waster service ATS & MVS	698.00	P202100012	11-000-261-420-001-000
32076	2/18/21	Duke's Landscape Management, Inc.			
		RH Grounds/Landscape	1,053.60	P202100044	11-000-263-300-000-000
32077	2/18/21	ECLC			
		OOD Tuition 20-21	7,132.53	P202100334	11-000-100-566-000-000
32079	2/18/21	JDM Group			
		tech services	4,216.67	P202100022	11-190-100-340-000-000
32080	2/18/21	Cablevision Lightpath Inc.			
		internet provider	3,145.34	P202100129	11-000-230-530-000-000

<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>
32081	2/18/21	Marlin Business Bank post base with scale	36.83	P202100071	11-000-230-530-000-000
32082	2/18/21	Municipal Capital Corp.	**VOIDED**	Check voided on 2/26/2021	
32083	2/18/21	NJ Advance Media Meeting notices, vacancies. etc	28.35	P202100315	11-000-230-530-000-000
32084	2/18/21	Times Herald Record publications & affidavits	29.33	P202100127	11-000-230-530-000-000
32085	2/18/21	New Jersey Schools Insurance Group workers comp	5,140.82	P202100237	11-000-291-260-000-000
32086	2/18/21	ReadyRefresh by Nestle Drinking water & supplies	7.98	P202100330	60-990-320-890-200-000
32087	2/18/21	Ridge & Valley Charter School Tuition charter school	69.00	P202100190	11-000-100-569-000-000
32088	2/18/21	Shred-it USA Shredding	432.66	P202100131	11-000-262-420-000-000
32089	2/18/21	SUBURBAN PROPANE green house & treatment plant	394.58	P202100182	11-000-262-621-000-001
32090	2/18/21	UNUM LIFE INS CO. Disability Ins	2,140.56	P202100143	11-000-291-270-000-000
		Disability Ins	2,140.56	P202100143	11-000-291-270-000-000
Total Check Amount:			4,281.12		
32091	2/18/21	Warren County Technical School 5 FTE x \$5100 (est)	5,095.20	P202100211	11-000-100-563-000-000
32092	2/18/21	WARREN CO SPEC SVCS SC D Music Therapy	927.50	P202100345	11-000-217-320-000-000
32093	2/18/21	Yudichak, Kenneth Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32094	2/18/21	Schmidt, Megan Medical Health First Aid reimb for course	35.00	P202100411	11-000-223-500-000-000
32095	2/18/21	WARREN CO SPEC SVCS SC D LDTC 20-21 services	4,875.00	P202100415	11-000-217-320-000-000
		BEH services	390.00	P202100415	11-000-217-320-000-000
		BEH services	195.00	P202100415	11-000-217-320-000-000
		LDTC 20-21 services	4,948.12	P202100415	11-000-217-320-000-000
Total Check Amount:			10,408.12		

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32096	2/18/21	Abcode Security, Inc.			
		MV Viking Dialer etc	378.00	P202100414	11-000-261-420-001-000
		MV Pardokey keypad & battery	390.00	P202100414	11-000-261-420-001-000
		Alarm 4G replacment	150.00	P202100414	60-990-320-420-000-000
		Total Check Amount:	918.00		
32097	2/18/21	Treasurer - State of NJ			
		Site remediation	875.00	P202100413	11-000-262-420-000-000
32098	2/18/21	Treasurer - State of NJ			
		enviromental protection compliance & enforceme	2,500.00	P202100412	11-000-262-420-000-000
N0320	2/18/21	Jersey Central Power & Light			
		Electric	3,244.46	P202100017	11-000-262-622-000-001
		Electric	6.88	P202100017	11-000-262-622-000-001
		Electric	6.88	P202100017	11-000-262-622-000-001
		Electric	45.00	P202100017	11-000-262-622-000-002
		Electric	5,159.94	P202100017	11-000-262-622-000-002
		Electric	487.76	P202100017	11-000-262-622-000-003
		Total Check Amount:	8,950.92		
N1224	2/18/21	NJ HEALTH BEN FUND			
		Retiree health benefits	341.70	P202100018	11-000-291-270-000-000
32099	2/19/21	Hunterdon Preparatory Center			
		OOD Tuition	6,195.05	P202100029	11-000-100-566-000-000
32100	2/19/21	Sherwin-Willaims Co.			
		Painting supplies etc	65.90	P202100319	11-000-262-610-000-000
32101	2/19/21	Sherwin-Willaims Co.			
		Custodial supplies	3.32	P202100331	11-000-262-610-000-000
		Custodial supplies	29.22	P202100331	11-000-262-610-000-000
		Custodial supplies	7.76	P202100331	11-000-262-610-000-000
		Custodial supplies	35.74	P202100331	11-000-262-610-000-000
		Total Check Amount:	76.04		
32102	2/19/21	Sherwin-Willaims Co.			
		flooring/painting supplies	84.83	P202100341	11-000-262-610-000-000
		flooring/painting supplies	81.00	P202100341	11-000-262-610-000-000
		flooring/painting supplies	618.69	P202100341	11-000-262-610-000-000
		flooring/painting supplies	140.49	P202100341	11-000-262-610-000-000
		Total Check Amount:	925.01		
32103	2/19/21	Hoover Truck Centers			
		Bus and van repairs and service	620.19	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	898.22	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	334.36	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	499.35	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	83.23	P202100016	11-000-270-420-000-000
		Total Check Amount:	2,435.35		

<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>
32104	2/20/21	R&L DataCenters, Inc. W2 forms & Jan 21 payroll	1,689.00	P202100125	11-000-230-339-000-000
32105	2/22/21	DR. JAIN School Physician 20/21	2,000.00	P202100402	11-000-213-300-000-000
32106	2/22/21	Haggerty, Wayne bus yard & buses plow	835.00	P202100401	11-000-270-420-000-000
32108	2/22/21	Advance Auto Parts Bus/Maintenance supplies	34.94	P202100066	11-000-270-600-000-000
32109	2/23/21	Arthur J. Gallagher Risk Management Services, I Renewal Bond 20-21	532.00	P202100419	11-000-230-590-000-000
32110	2/24/21	Rymon, Karen OT Services	2,372.00	P202100218	20-250-200-300-000-000
32111	2/24/21	Shaeffer, Stephanie 2020-21 services	780.00	P202100213	11-000-216-320-000-000
32113	2/26/21	CDK SYSTEMS ACA reporting	190.50	P202100417	11-000-251-340-000-000

<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>
N0225	2/26/21	PAYROLL			
		STATE A/R	10,756.25	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Per Diem	2,280.00	P202100001	11-190-100-104-001-000
		Substitutes - Class Coverage	91.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	1,300.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	2,977.50	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,592.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	4,785.19	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	8,534.75	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,096.70	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	1,089.43	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	2,352.39	P202100001	11-000-270-161-000-000
		Trans Sal - aides	285.60	P202100001	11-000-270-162-000-000
		PERS FICA	4,628.35	P202100002	11-000-291-220-000-000
		PERS FICA	55.75	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	148.73	P202100002	11-000-291-249-000-000
		Employee Benefits	36.70	P202100001	11-000-291-290-000-000
		Employee Benefits	15.39	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	841.92	P202100001	60-990-320-182-200-000
Total Check Amount:			225,036.59		
N0226	2/26/21	FP Mailing Solutions			
		postage meter	250.00	P202100081	11-000-230-530-000-000

<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>
N0321	2/26/21	Horizon BCBSNJ			
		POS	7,215.74	P202100004	11-000-291-270-000-000
		Ominia	87,439.80	P202100004	11-000-291-270-000-000
		Comp/Presc	1,101.22	P202100004	11-000-291-270-000-000
Total Check Amount:			95,756.76		

The Grand Total of all Checks from Fund 10 is:	21,512.50
The Grand Total of all Checks from Fund 11 is:	693,626.16
The Grand Total of all Checks from Fund 20 is:	4,793.05
The Grand Total of all Checks from Fund 60 is:	2,361.86

The Grand total of all checks for this period is:	722,293.57
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Allamuchy Board of Education 2020 - 2021 Cash Receipts Report for all Funds
From 2/1/2021 to 2/28/2021

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
02/10/21	2021021010-121		TAX LEVY RECVBL	778,056.00	Township of Allamuchy	February town payment
	2021021012-000-400-710-000-000		Facility/Property Impr	10,871.00	New Jersey Schools Insurance	insurance reimb - 2018 methanol spill
The total of Deposit Number 20210210 is:				788,927.00		
02/17/21	2021021710-102		Cash on Hand	469.00	Testa, Mr. & Mrs.	Check #121 - Invoice Payment
	2021021710-102		Cash on Hand	323.00	Conklin, Mr. & Mrs.	Check #1695 - Invoice Payment
	2021021710-102		Cash on Hand	469.00	D'Aconti, Anna	Check #118 - Invoice Payment
	2021021710-102		Cash on Hand	440.00	Cefaloni, Cathy	Check #374 - Invoice Payment
The total of Deposit Number 20210217 is:				1,701.00		
02/22/21	2021022210-102		Cash on Hand	405.00	Bockbrader, Stacy	Check #4466 - Invoice Payment
	2021022210-102		Cash on Hand	318.00	Reyes, Gabriel & Pacheco, M	Check #512 - Invoice Payment
	2021022210-102		Cash on Hand	1,000.00	Mullins-Montane, Kerry	Check #3103 - Invoice Payment
	2021022210-102		Cash on Hand	423.00	Tomasino, Mr. & Mrs.	Check #654 - Invoice Payment
	2021022210-102		Cash on Hand	11,628.00	FRELINGHUYSEN TWP B.	Check #17618 - Invoice Payment
	2021022211-000-291-270-000-000		Employee Health Ben	88.08	WageWorks	reimb
The total of Deposit Number 20210222 is:				13,862.08		
02/28/21	2021029310-1510-000-000		Interest From Investm	0.92	Investors Bank Corp. Office	General acct interest
	2021029310-1510-000-000		Interest From Investm	0.09	Investors Bank Corp. Office	other account interest
	2021029310-1510-000-000		Interest From Investm	0.01	Investors Bank Corp. Office	other account interest
The total of Deposit Number 20210293 is:				1.02		
02/28/21	2021029410-153		OTHER ACC RECBL	7,781.13		EE healthcare contributions - 2/15
	2021029410-153		OTHER ACC RECBL	7,781.13		EE healthcare contributions - 2/28
	2021029410-102		Cash on Hand	100.00	Ricci, Michelle	Check #PR-0215 - Invoice Payment
The total of Deposit Number 20210294 is:				15,662.26		
02/28/21	2021029510-141		STATE A/R	34,190.00	STATE OF NJ	State payment # 11
	2021029510-141		STATE A/R	34,190.00	STATE OF NJ	state payment # 12
	2021029510-141		STATE A/R	10,756.25	STATE OF NJ	TPAF FICA - 1/31
	2021029510-141		STATE A/R	10,758.17	STATE OF NJ	TPAF FICA - 2/15
	2021029510-411		I/G A/P - STATE	25,945.92	STATE OF NJ	school lunch - federal - 02/2021
	2021029510-411		I/G A/P - STATE	517.44	STATE OF NJ	school lunch - HHFKA - 02/2021
	2021029510-412		I/G A/P-FEDERAL	406.56	STATE OF NJ	school lunch - state - 02/2021
	2021029520-141		STATE A/R	2,275.00	STATE OF NJ	Title I reimb
The total of Deposit Number 20210295 is:				119,039.34		
Total Cash Receipts on 2/28/2021:				134,702.62		

The Total of Cash Receipts to Fund 10 is: 936,917.70

Allamuchy Board of Education 2020 - 2021 Cash Receipts Report for all Funds

From 2/1/2021 to 2/28/2021

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
The Total of Cash Receipts to Fund 20 is:				2,275.00		
Total of All Cash Receipts during this period:				939,192.70		

BID PROPOSAL

FOR THE

Proposed

Toilet Room Alterations at

Rutherford Hall

for the

ALLAMUCHY TOWNSHIP BOARD of EDUCATION

Allamuchy, Warren County, New Jersey

The following items must be included in the Bid:

- ☒ Bid Proposal Form: Section C.1 and C.2
 - ☒ Statement of Bidder Qualifications, including:
 - ☒ Performance Record
 - ☒ Certification Statement
 - ☒ Compliance with New Jersey Prevailing Wage Act
 - ☒ Statement of Ownership
 - ☒ Non-Collusion Affidavit
 - ☒ Certificate of Insurance Statement
 - ☒ Affidavit Regarding List Of Debarred, Suspended Or Disqualified Bidders
 - ☒ Affirmative Action Questionnaire
 - ☒ Certification of No Material Change of Circumstances
 - ☒ C. 271 Political Contribution Disclosure Form
 - ☒ Disclosure of Investment Activities in Iran
 - ☒ Bidder's Certification of Qualifications and Credentials (bidder and named subcontractors)
 - ☒ ADA Acknowledgement
 - ☒ Equipment Certification
 - ☒ Site Inspection Form
- ☒ Bid Security* not applicable as per negotiation letter dated 2/4/2021
- ☒ Consent of Surety (Bonding Company's "Guarantee Certificate")* not applicable as per negotiation letter dated 2/4/2021
- ☒ State of New Jersey DPMC "Notice of Classification" Affidavit* (bidder and named subcontractors)
- ☒ State of New Jersey DPMC "Uncompleted Contracts" Affidavit or aggregate rating certification* (bidder and named subcontractors)
- ☒ State of New Jersey "Public Works Contractor Registration"* (bidder and named subcontractors)
- ☒ Business Registration Certificate issued by the Department of Treasury, Division of Revenue. (requested) (bidder and named subcontractors)
- ☒ All contractors are asked to provide their entire bid package (sections C-1 and C-2, as well as all backup documentation) in PDF format on a USB stick. The hard copy bid documentation and back-up is considered as the official bid; the electronic format is for administrative convenience only. Only the hard copy documents will be reviewed for consideration; presence or absence of any required documents or forms from the PDF will not be considered a material defect in the submission of the bid.

By submitting this Bid, the Bidder also acknowledges that he has reviewed the following:

- ☒ Contract Documents, the Site, local conditions and laws that may affect cost, progress or performance
- ☒ Maintenance, Performance and Payment Bond Requirements
- ☒ Proposed Agreement

goksu CONSTRUCTION, LLC

TOILET ROOM ALTERATIONS AT RUTHERFORD HALL

Name of Company

Contract for

* Indicates document required but not included in bid proposal form.

SECTION C – BID PROPOSAL FORM

GENERAL NOTE TO ALL BIDDERS: Proposals shall be submitted upon the detached Bid Proposal Form, or a copy thereof, as furnished by the Architect. Bid Proposal Forms shall be completely filled out and submitted in compliance with the Bidding Documents. Please attach a business card and submit this proposal to:

Allamuchy Township Board Of Education
20 Johnsonburg Road
Allamuchy, NJ

Company: goku CONSTRUCTION, LLC

Address: po box 1533, sparta, new jersey 07871

Phone: 973.476.9638

Fax: 973.200.7357

E-Mail: ggoku@goku-dev.com

DATE: 2/24/2021

Trade: general contracting

The undersigned, having visited the site and carefully examined the full set of Bidding Documents, as well as the Contract Specifications, including any and all of the Addenda enumerated herein and issued prior to the bidding date, along with the complete set of drawings for:

the Proposed
**Toilet Room Alterations at
Rutherford Hall**
Allamuchy, NJ
Comm. No: 19-8635

hereby proposes to furnish all materials, labor, equipment and systems required to complete all Work required of the Contract Documents for the sum(s) stipulated below:

BID PROPOSALS:

OVERALL BID:

BASE BID A-1	SINGLE OVERALL LUMP SUM BID – ALL TRADES
--------------	--

State the lump sum price for all necessary work to implement the Bathroom Alterations at Rutherford Hall, including all associated and related work and all specified contract allowances, as outlined in the plans and specifications.

TWO HUNDRED TWENTY ONE THOUSAND Dollars
NINE HUNDRED FIFTY DOLLARS & ZERO CENTS.
\$ 221,950.⁰⁰

Proposed subcontractors must be approved by the State of New Jersey to bid school construction projects. The following paperwork required of the Prime Contractor shall also be submitted with this bid for each subcontractor: Notice of Classification, Uncompleted Contracts Affidavit, and Certificate of Registration, and any required licenses. One Bid Bond for the entire project is acceptable. If no subcontractor will be used, state "prime contractor" in the applicable space(s) below so that it is clear whether the prime contractor or a subcontractor will be performing the work in each of the listed trades. In this case, the Prime Contractor must have applicable Notice of Classification and Certificate of Registration for that trade.

Bidders are advised that they must include at the time of bid, contractors with classifications in Plumbing (C030), and Electrical (C047).

These classifications may be satisfied by either the prime contractor or subcontractors, but in any cases, contractors satisfying each classification MUST be each represented within this bid:

Subcontractor List:	State all subcontractors who will be used on this Project.
Plumbing: C030	national plumbing & heating, inc
HVACR C032	national plumbing & heating, inc
Electrical: C047	tsuj, corp
FAILURE TO PROVIDE SUBCONTRACTOR NAMES AND DOCUMENTATION IN EACH CATEGORY ABOVE MAY BE CAUSE FOR BID TO BE REJECTED	

ALTERNATE BIDS:

ALTERNATE BID A-1	Second Floor Bathrooms
State the overall lump sum price to be ADDED to the Base Bid for all work necessary to install the second floor bathrooms as shown on the plans and specifications.	

NOT APPLICABLE

Dollars

ADD \$ NOT APPLICABLE

ALLOWANCES:

- A. The Architect shall authorize any Work to be performed with allowances prior to the execution of the Work.
- B. Should the cost of the specified Work be more than the allowance, the Owner will pay the added cost. Should the cost of the specified Work be less than the allowance, then the Contractor shall credit the Owner the full remaining balance.
- C. Refer to Section 01210 "Allowances" for additional information.

<i>The following allowances shall be included in the specified Prime Contractor's Bid.</i>		
Allowance GC-1	General Repair Allowance	\$ 10,000
The Overall Contract Bid shall include all of the above allowances.		

ADDENDA:

The Bidder hereby acknowledges the receipt of the following Addenda and Bulletins to the Specifications and Drawings.

Addendum # 1 dated 1 / 6 / 2020 Addendum # none dated none 20__

Addendum # none dated none 20__ Addendum # none dated none 20__

SCHEDULE REQUIREMENTS:

The Bidder hereby affirms that all Work embodied within this Contract will be **Substantially Complete prior to June 14, 2021** The Contractor is advised that work on the Project site is not expected to **commence prior to March 22, 2021**, though Contractors may be permitted to stage storage trailers on the site prior to this date in locations specified by the Owner.

Each Bidder agrees to include all necessary additional costs for storage, quick ship, or other related items, to meet the completion dates as outlined above. The Owner will not entertain additional cost proposals for quick ship or storage charges; these costs are to be the Contractor's responsibility and included within each contractor's bid proposal.

Each Bidder agrees to provide all staff and equipment necessary, including additional crews or shifts as may be required to meet the completion and milestone dates as outlined above at no extra cost to the Owner.

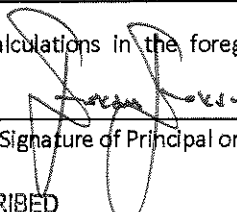
All work embodied within this contract, including receipt of all closeout documentation and the completion of all punchlist work, must be completed no later than **thirty days after the issuance of the punchlist.**

LIQUIDATED DAMAGES:

It is understood that the Completion Date and the above Milestone Dates are essential conditions of the Contract and that TIME IS OF THE ESSENCE for this project. The Contractor shall be subject to Liquidated Damaged in the amount of **\$1,000 per day** for each day that work is not completed beyond the required completion dates stipulated above.

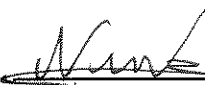
I hereby certify that I have review the accuracy of all calculations in the foregoing bid and there are no mathematical errors.

Sworn and subscribed to
Before me this 24th day
of february


Signature of Principal or Authorized Agent


**SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE**

goksun i. goku / managing member


Notary Public of new jersey
My Commission expires 12/05/2022

FEB 24 2021 Printed Name of Principal or Authorized Agent
NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

Submitted by:

goku CONSTRUCTION, LLC
(Official / Legal Name of Business)
po box 1533, sparta, new jersey 07871
(Business Address)
973.476.9638
(Business Telephone)

(Signature of Principal or Authorized Agent)
goksun i. goku / managing member
(Print Name of Principal or Authorized Agent)

Subscribed and sworn
before me on this
24th day of
february in the
year 2021.


Notary Public of NJ

NOTARY SEAL:

END OF SECTION C.1

**SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE**

FEB 24 2021
NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

SECTION C.2 – BID PROPOSAL FORM

STATEMENT OF BIDDER'S QUALIFICATIONS:

(To be completed and submitted by all Bidders)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. goksu CONSTRUCTION, LLC
(Name of Bidder)
2. po box 1533, sparta, new jersey 07871
(Permanent Main Office Address)
3. 3/14/2014
(When Organized)
4. new jersey
(If a Corporation, where incorporated)
5. Number of years engaged in construction or contracting business under present firm or trade name: 7 years.
6. How many years experience in construction work has your organization had (a) As a general contractor? 7 years (b) As a subcontractor? 7 years
7. What is the construction experience of the principal individuals of you organization?

Individual's Name	Present Position or Office	Yrs. Of Construction Experience	Magnitude & Type of Work	In What Capacity
goksun i. goksu	managing member	13 years	general construction	up to 25 Million
ceren goksu	project manager	6 years	general construction	up to 1.5 Million
none	none	none	none	none
none	none	none	none	none
none	none	none	none	none
none	none	none	none	none
none	none	none	none	none
none	none	none	none	none
none	none	none	none	none

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall

Comm. No. 19-8635

8. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name?

No

9. If so, state name of individual, name of owner, location and type of project, and reason for the failure to complete.

none

10. Contracts on hand: (List gross amount of each Contract and the dates of Completion)

see attached / enclosed

11. General character of work performed by the Bidder: general construction

12. Has the Bidder ever failed to complete any awarded work? No

If so, where and why? none

13. Has the Bidder ever defaulted on a Contract? No

If so, where and why? none

14. Bidder shall list their most recently completed contracts, stating approximate gross cost for each and the month and year completed:

see attached / enclosed

15. Experience in construction work similar in scope to this project:

see attached / enclosed

16. Has the Bidder had any material adverse changes from the trades as listed in NJ Notice of Classification within the last five (5) years? No If so, list prior classification: none

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall

Comm. No. 19-8635

17. Background and experience of the principal member of the Bidder's organization, including the officers:

see attached / enclosed

18. Bank Reference: pnc bank / sparta, nj branch / yousof alam / 973.729.6142

19. Will the Bidder, upon request, fill out a detailed financial statement and furnish any other information that may be required by the proper agency? Yes

The undersigned, hereby authorizes and requests any person, firm or corporation to furnish any information requested by the proper agency in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated this 24th day of february, 20 21.

goksu CONSTRUCTION, LLC
(Official / Legal Name of Business)
[Signature]
(Signature of Principal or Authorized Agent)
goksun i. goksu / managing member
(Print Name of Principal or Authorized Agent)

Subscribed and sworn
before me on this
24th day of
february in the
year 20 21.

[Signature]
Notary Public of NJ

My Commission expires
12 / 5 / 2022.

NOTARY SEAL:

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021
NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

HISTORIC BUILDING EXPERIENCE

The successful bidder must show a minimum of two (2) projects within the last five (5) years that are on either the state or national register of historic buildings.

Bidders shall include, within their bid package, proof of this work via an Invoice or paid receipt from the engaging entity. If work was undertaken as a subcontractor, include the invoice /paid receipt from the engaging entity to the general contractor.

NOTE: FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT, INCLUDING THE REQUIRED BACKUP DOCUMENTATION, WITH YOUR PROPOSAL, MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.

Project 1 – State or Nationally Registered Public Buildings within Last Five Years:

Project Name:	Packard Lofts
Project Owner:	1002 Broad St Urban Renewal Company, LLC / David Dubrow
Project Address:	1002-1008 Broad St , Newark, NJ 07107
Scope of Work:	Tenant Fit-Out
Cost: (Bidder's portion of the work)	Actual Cost - \$475,000
Date of Project Commencement:	8/2013
Date of Project Completion:	11/2014 (multiple phases)
Direct contract or subcontractor? (Circle One)	Direct Contract (X) Subcontractor
If subcontractor, name of General Contractor engaged by the Project Owner:	none
State or National Register? (Circle one or both)	State Register (X) National Register

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall

Comm. No. 19-8635

Project 2 – State or Nationally Registered Public Buildings within Last Five Years:

Project Name:	972 Broad St - Renovations	
Project Owner:	972 Realty, LLC / Tal Winer	
Project Address:	972 Broad St, Newark, NJ 07107	
Scope of Work:	tenant fit-out & exterior work	
Cost: (Bidder's portion of the work)	120,000	
Date of Project Commencement:	11/2018	
Date of Project Completion:	5/2019	
Direct contract or subcontractor? (Circle One)	Direct Contract (X)	Subcontractor
If subcontractor, name of General Contractor engaged by the Project Owner:	none	
State or National Register? (Circle one or both)	State Register (X)	National Register

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall

Comm. No. 19-8635

PERFORMANCE RECORD

Name of Owner	Name & Location of Project; Type of Work	Prime or Sub-cont.	Architect in Charge for Owner	Contract Price	Date Complete	*Was Time Extension Necessary	*Were Any Penalties Imposed	*Were Liens Claims or Stop Notice Filed
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						
see attached	/ enclosed completed projects	/ in-hand project						

* Explain "Yes" answers.


Comm. No. 19-8635

(to be completed by all Bidders)

none

[illegible]

goksu, CONSTRUCTION, LLC
(Official / Legal Name of Business)


(Signature of Principal or Authorized Agent)

goksun i. goksu / managing member
(Print Name of Principal or Authorized Agent)

24th day of
february in the
year 2021.

NOTARY SEAL: SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/6/2022

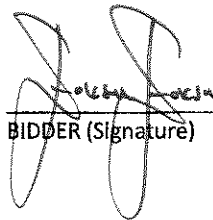
COMPLIANCE WITH NEW JERSEY PREVAILING WAGE ACT:

(To be completed and submitted by all Bidders)

Bidder's Past Record under the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.24, inclusive) and all acts amendatory thereof and supplemental hereto.

Special Instructions: Answer each question with a "yes" or "no" entered in the space provided and furnish additional information when required.

1. Has the bidder been notified by the Commissioner of Labor and Industry by notice issued pursuant to N.J.S.A. 34:11-56.37 that he has been blacklisted for failure to pay prevailing wages as required by the New Jersey Prevailing Wages Act? No
2. Has any person having an "interest" in the Bidder within the meaning of N.J.S.A. 34:11-56.38 been blacklisted as aforesaid? No
3. Has any person having an interest in the Bidder within the meaning of N.J.S.A. 34:11-56.38 had any "Interest" as aforesaid in any firm, corporation, or partnership which has been blacklisted as aforesaid? No
4. If the answer to any of the aforesaid questions is "Yes" annex a full statement showing the date of the action taken by the Commissioner of Labor and Industry, the subsequent action, if any, taken with respect to such action of the Commissioner, the name of the person, firm, corporation or partnership blacklisted by the commissioner, and the nature, character and extent of the interest existing between the bidder and the name which was blacklisted as aforesaid.
5. Have you made application for certification pursuant to "The Public Works Contractor Registration Act" (P.L. 1999 C.238) (Attach copy of current certificate)? Yes



BIDDER (Signature)

goksu CONSTRUCTION, LLC / goksun i. goksu

Print Name of Bidder

STATEMENT OF OWNERSHIP

(OWNERSHIP DISCLOSURE CERTIFICATION)

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included
with All Bid and Proposal
Submissions**

Name of Business: goksu CONSTRUCTION, LLC

Address of Business: po box 1533, sparta, new jersey 07871

Name of person completing this form: goksun i. goksu

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- ☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
- ☒ Limited Liability Company
- ☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
- ☐ Other (be specific): _____

Part II Check the appropriate box

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.
- OR**
- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below.
(Please attach additional sheets if more space is needed):

**ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall**

Comm. No. 19-8635

Name: goksun i. goku

Address: po box 1533, sparta, nj 07871

Name: none

Address: none

none

Name: none

Address: none

none

Name: none

Address: none

none

Name: none

Address: none

none

Name: none

Address: none

none

Name: none

Address: none

none

Name: none

Address: none

none

Part III

Any Direct or Indirect Parent Entity Which is Publicly Traded:

"To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."



Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR



Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

_____ none _____

_____ none _____

AND



Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

_____ none _____

_____ none _____

Subscribed and sworn before me this 24th day of
february, 2021.

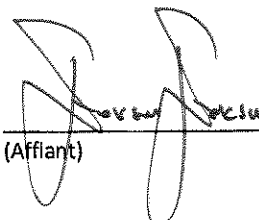
(Notary Public) 

My Commission expires: 12/05/2022

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022



(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)


goksun i. goku / managing member


Comm. No. 19-8635

(to be completed by all Bidders)

[illegible]

All in accordance with N.J.S.A. 52:34-15, as amended and applicable.


(Signature of Authorized Representative)


goksun i. goksu
(Name and Title of Authorized Representative)

Subscribed and sworn
before me on this
24th day of
february in the
year 2021.

Notary Public of NJ

My Commission expires
12 / 05 / 20 22

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021
C.2-13

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall

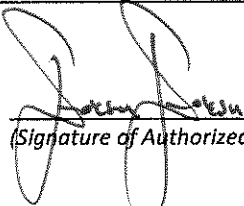
Comm. No. 19-8635

CERTIFICATE OF INSURANCE STATEMENT

(to be completed by all Bidders)

The Bidder fully understands the Board of Education insurance requirements as stated in the Modified General Conditions and agrees to provide all insurance required by these documents prior to award of contract.

Type of Coverage	Minimum Amount	Time Period	Additional Insured
Commercial General Liability	\$1,000,000 \$5,000,000 Excess/Umbrella \$6,000,000 Total	Current (life of the School Facilities Project)	1. Owner 2. SSP Architectural Group 3. State of NJ 4. DOE 5. NJSDA 6. NJEDA
Comprehensive Auto Liability	\$1,000,000 Injuries	Current (life of the School Facilities Project)	1. Owner 2. SSP Architectural Group 3. State of NJ 4. DOE 5. NJSDA 6. NJEDA
Worker's Compensation (Employer's Liability)	Statutory \$500,000 Each Accident	Current (life of the School Facilities Project)	N/A



(Signature of Authorized Representative)

goksun i. goksu / managing member

(Name and Title of Authorized Representative)


Comm. No. 19-8635

(to be completed by all Bidders)

THIS FORM MUST BE COMPLETED, SIGNED, NOTARIZED AND SUBMITTED WITH BID

I, (full name) goksun i. goku, of (city, town, or borough) of township of sparta, in the County of sussex, and State of new jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am (official title) _____ managing member _____ of the firm/business named _____, and a Bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making of this bid Included on the New Jersey State Treasurer's, the Schools Development Authority's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal Agency. The Bidder understands that the Board of Education shall immediately notify the State, the Financing Authority, the Development Authority, and the New Jersey State Police in writing whenever it appears that a bidder is on the Treasurer's, the Financing Authority's, the Development Authority's or the Federal Government's List. The State and/or the Financing Authority, and/or the Development Authority reserves the right in such circumstances to immediately suspend such bidder from contracting and to take such other actions as is deemed appropriate pursuant to N.J.A.C. 17:19-3.1 et.seq. or any applicable regulation issued by the Financing Authority (e.g., N.J.A.C. 19:30-2.1 et.seq.) or the Development Authority (e.g., N.J.A.C. 19:38A-4.1 et.seq.).


(Signature of Authorized Representative)

Goksun i. goksu / managing member
(Name and Title of Authorized Representative)

Subscribed and sworn
before me on this

24th day of
february in the year

20 21.
[Signature]

Notary Public of NJ

My Commission expires
12 / 05 /2022.

NOTARY SEAL:

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

BID PROPOSAL FORM

FEB 24 2024-15

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

AFFIRMATIVE ACTION QUESTIONNAIRE

The following question must be answered by all bidders.

Do you have a Federal Letter of Affirmative Action Plan Approval from the U.S. Department of Labor's
Office of Federal Contract Compliance Programs (OFCCP)?

YES _____ NO ☒ _____

If yes, please submit a photostatic copy of such approval. This letter cannot be more than one year old from the date of
instance.

If no, the prospective Contractor may still bid on the project as long as the question is answered.



BIDDER (Signature)

goksu i. goksu / managing member
goksu CONSTRUCTION, LLC

CERTIFICATION OF NO MATERIAL CHANGE OF CIRCUMSTANCES

Bidder's Name: goksu CONSTRUCTION, LLC

Address: po box 1533, sparta, new jersey 07871

1. A statement as to the financial ability, adequacy of plant equipment, organization and prior experience of the bidder, as required by N.J.S.A. 18A:18A-28 has been submitted to the Department of Treasury within the last six (6) months preceding the date of opening of bids for this contract.
2. I certify, as required by N.J.S.A. 18A:18A-32 that there has been no material adverse change in the qualification except:

none

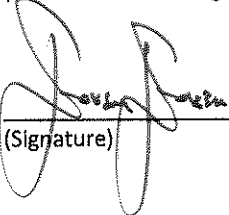
none

none

none

goksun i. goksu / managing member

(Name and Title of Signer – Please print or type)


(Signature)

2/24/2021
(Date)

N.J.S.A. 17:19

SUBCHAPTER 3. DEBARTMENT, SUSPENSION AND DISQUALIFICATION OF FIRM(S) AND INDIVIDUAL(S)

17:19-3.2 Causes for debarment of a firm(s) or an individual(s)

- (a) In the public interest, DPMC may debar a firm or an individual for any of the following causes:
1. Commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract, or subcontract thereunder, or in the performance of such contract or subcontract;
 2. Civil or criminal violation of the Federal Organized Crime Control Act of 1970 or the New Jersey Racketeer Influenced and Corrupt Organizations Act, N.J.S.A. 2C:41-1 et seq., or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, perjury, false swearing, receiving stolen property, obstruction of justice or any other offense indicating a lack of business integrity or honesty;
 3. Violations of the Federal or any state antitrust statutes, or the Federal Anti-Kickback Act (18-U.S.C. § 874, 40 U.S.C. § 276c);
 4. Violations of any of the laws governing the conduct of elections of the Federal government, any state or its political subdivisions;
 5. Violation of the "Law Against Discrimination" (P.L. 1945, c. 169, N.J.S.A. 10:5-1 et seq., as supplemented by P.L. 1975, c. 127), or of the act banning discrimination in public work employment (N.J.S.A. 10:2-1 et seq.), or of the act prohibiting discrimination by industries engaged in defense work in the employment of individuals therein (P.L. 1942, c.114, N.J.S.A. 10:1-10 et seq.);
 6. Violations of any laws governing hours of labor, minimum wage standards, prevailing wage standards, discrimination in wages or child labor;
 7. Violations of any laws governing the conduct of occupations or professions or regulated industries;
 8. Violations of any Federal or state laws that may bear upon a lack of responsibility or moral integrity;
 9. Willful failure to perform in accordance with contract specifications or within contractual time limits;
 10. A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that such failure or unsatisfactory performance has occurred within a reasonable time preceding the determination to debar and was caused by acts within the control of the firm or the individual debarred;
 11. Violation of contractual or statutory provisions regulating contingent fees;
 12. Any other cause affecting responsibility as a State contractor of such serious and compelling nature as may be determined by DPMC to warrant debarment, including such conduct as may be prescribed by the laws or contracts enumerated in this section even if such conduct has not been or may not be prosecuted as violations of such laws or contracts;
 13. Debarment or disqualification by any other agency of government;
 14. Making any offer or agreement to pay or to make payment of, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any state officer or


employee of an agency of government with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family as defined by N.J.S.A. 52:13D-13i, of any such officer or employee of an agency of government, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

15. Failure by a vendor to immediately report to the Attorney General and to the Executive Commission on Ethical Standards in writing the solicitation of any fee, commission, compensation, gift, gratuity, or other thing of value, by any officer or employee of any State agency of government or special State Officer or employee as defined by N.J.S.A. 52:13D-13;
16. Failure by a vendor to immediately report in writing, or obtain a waiver from the Executive Commission on Ethical Standards for, the direct or indirect undertaking of any private business, commercial or entrepreneurial relationship (including the selling of any interest in such vendor), regardless of whether the relationship is pursuant to employment, contract or other agreement, express or implied, with the following:
 - i. Any State officer or employee of any State agency of government or special State officer or employee as defined by N.J.S.A. 52:13D-13, having duties or responsibilities connected with the purchase, acquisition or sale of any property or services by or to any State agency of government or any instrumentality thereof; or
 - ii. Any firm or entity with which the State officer or employee of any State agency of government is employed or associated or has an interest in within the meaning of N.J.S.A. 52:13D-13g
17. Influencing or attempting to influence or cause to be influenced, any officer or employee of any agency of government, in that officer's or employee's official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee;
18. Causing or influencing or attempting to cause or influence, any State officer or employee of any State agency of government or special State officer or employee as defined by N.J.S.A. 52:13D-13, to use, or attempt to use, that officer or employee's official position to secure unwarranted privileges or advantages for the vendor or any other firm or individual; and/or
19. Agreeing with any agency of government to refrain from bidding on public works projects for reasons that, in the discretion of the Director, warrant debarment.

Required Pursuant To N.J.S.A. 19:44A-20.26

Part I – Vendor Information

Vendor Name:	goksu CONSTRUCTION, LLC		
Address:	po box 1533		
City:	sparta	State: new jersey	Zip: 07871

with the provisions of N.J.S.A.

 Signature _____

Printed Name _____

Title

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]☐ Check here if the information is continued on subsequent page(s)

Required Pursuant To N.J.S.A. 19:44A-20.26

Vendor Name: goksu CONSTRUCTION, LLC

[illegible]

BID PROPOSAL FORM

C.2-21

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
Toilet Room Alterations at Rutherford Hall

Comm. No. 19-8635

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder/Offeror: goksu CONSTRUCTION, LLC

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name	<u>none</u>	Relationship to Bidder/Offeror	<u>none</u>
Description of Activities	<u>none</u>		
Duration of Engagement	<u>none</u>	Anticipated Cessation Date	<u>none</u>
Bidder/Offeror Contact Name	<u>none</u>	Contact Phone Number	<u>none</u>

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): goksun i. goksu Signature: [Signature]
Title: managing member Date: 2/24/2021

To be submitted by the bidder AND any subcontractor named on Bid Proposal Form Section C.1

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/31/2022

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Name of Company goksu CONSTRUCTION, LLC

Authorized Agent goksun i. goksu

Title or Position managing member

Signature 

Date 2/24/2021

EQUIPMENT CERTIFICATION

Bid Date: 2/24/2021

In accordance with N.J.S.A. 18A:18A-23, I hereby certify that

A) goksu CONSTRUCTION, LLC (*Name of Company*) owns all the necessary equipment as required by the specifications and to complete the specified public work project.

or

B) Not Applicable (*Name of Company*) leases or controls all the necessary equipment as required by the specifications and to complete the specified public work project.

PLEASE NOTE: If your company is not the actual owner of the equipment, you shall submit with the bid

1. A certificate stating the source from which the equipment will be obtained and
2. Obtain and submit with the bid a certificate from the owner and person in control of the equipment, definitely granting to the bidder the control of the equipment required during such time it may be necessary for the completion of that portion of the contract for which said equipment will be necessary.

Name of Company goksu CONSTRUCTION, LLC

Authorized Agent goksu goksu Title managing member

Authorized Signature 

MANDATORY SITE INSPECTION ATTENDANCE FORM

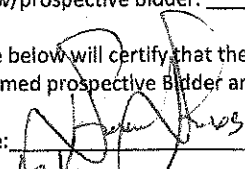
As a condition of entrance to the site, each visitor must execute this holding the School Board harmless for personnel or other injuries and/or damages which may occur during the course of the site visit. Bidders will not be granted access to the site unless this release is executed. EACH VISITOR must present a completed copy of this form at the time of the site inspection. Submission of this form will serve both as a release of liability and as proof of attendance.

Prospective bidders and any other persons agree that, if given permission to enter upon and examine the site for the purpose of this bid, they shall be solely responsible for and shall keep, save and hold harmless claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith on account of loss of life property, or injury or damage to the person, body or property of any person, indirectly from said entry upon, inspection of, or activity upon or in the vicinity of the site, pursuant to this bid.

Every visitor to the site must represent a prospective bidder for this bid as explained below:

1. Name of Prospective Bidder: goksu CONSTRUCTION, LLC
2. Address of Prospective Bidder: po box 1533, sparta, new jersey 07871
3. Visitor's Name: goksun i. goksu
4. Visitor's relationship/
Position w/prospective bidder: managing member

Signature below will certify that the visitor is authorized to enter and examine this site on behalf of the above named prospective Bidder and his/her understanding of the liability release.

Signature: 

Date: 1/8/20

Time: 2:10 PM.

Completed copies must be included with the bid.

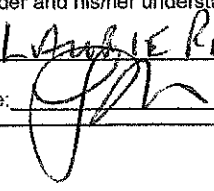
NOTE: This form is required to be completed by the bidders. This same form will be required to be filled out at the time that the bidders visit the site. Contractors shall include, with their bids, this completed form, signed by a representative of the school district, indicating that each contractor has visited the site.

Owner Section

Signature below will certify that the visitor is authorized to enter and examine this site on behalf of the above named prospective Bidder and his/her understanding of the liability release.

Owner Representative Name: LARABIE RAPISARPI

Date: 1/8/20

Owner Representative Signature: 

Time: 2:10

END OF SECTION C.2

05/02/19

Taxpayer Identification# 465-288-413/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:

GOKSU CONSTRUCTION, LLC

ADDRESS:

**PO BOX 1533
SPARTA NJ 07871**

EFFECTIVE DATE:

03/31/15


TRADE NAME:

SEQUENCE NUMBER:

1864981

ISSUANCE DATE:

05/02/19



Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N.J. 08695

The person, partnership or corporation named below is hereby authorized to collect.
NEW JERSEY SALES & USE TAX

pursuant to N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected.

GOKSU CONSTRUCTION, LLC
445 UNION AVE APT 1C
RUTHERFORD NJ 07070-1404

Tax Registration No. **XXX-XXX-413/000**

Tax Effective Date: **07-01-15**

Document Locator No. **I0000941458**

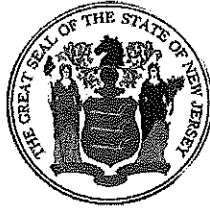
Date Issued: **03-31-15**

Dennis Shelling
Acting Director, Division of Taxation

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Certificate Number
702865

Registration Date: 10/16/2020
Expiration Date: 10/16/2022



State of New Jersey

Department of Labor and Workforce Development
Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

GOKSU CONSTRUCTION, LLC
2020

Responsible Representative(s):
Goksun Goksu, Managing Member

A handwritten signature in cursive script, reading "RA Angelo".

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned
and may be revoked for cause by the Commissioner
of Labor and Workforce Development.

Goksun Goksu

From: CClass@treas.state.nj.us
Sent: Monday, May 6, 2019 8:24 AM
To: Goksun Goksu
Subject: Notice of Classification

Follow Up Flag: Flag for follow up
Flag Status: Flagged

GOKSU CONSTRUCTION, LLC
PO BOX 1533
SPARTA, NJ 07871

State of New Jersey



DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$3,000,000	C009 -GENERAL CONSTRUCTION/ALTER.& ADDITIONS	05/02/2019	05/01/2021

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at http://www.state.nj.us/treasury/dpmc/Assets/Files/dpmc-27_03_07.pdf.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE DPMC WEB SITE.



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

32 EAST FRONT STREET
P.O. BOX 991
TRENTON, NJ 08625-0991
609-943-5955

May 6, 2019

Goksun Irfan Goksu, Managing Member
Goksu Construction, LLC
P.O. Box 1533
Sparta, NJ 07871-1533

Re: Contractor Prequalification Notice

Dear Mr. Goksu:

The New Jersey Schools Development Authority (NJSDA) has completed its review of your firm's Application for Prequalification including the required DPMC classification.

We are pleased to inform you that **Goksu Construction, LLC** has been approved with NJSDA Prequalification status in the trade(s) and corresponding aggregate limit(s) as listed below:

<i>Trade(s)</i>	<i>Aggregate Rating</i>
GENERAL CONSTRUCTION/ALTERATIONS AND ADDITIONS	\$3 MILLION

Your firm is prequalified by the NJSDA until **May 1, 2021**. Please keep in mind that during this period, the NJSDA must be notified in writing within ten days of any substantial changes that occur within your organization. This would include any changes your firm makes with DPMC as well as changes in ownership, financial condition, key people, safety records, disciplines, etc. Also note that your firm's status as a "prequalified firm" is always subject to review, and we reserve the right to change or revoke this prequalification status for cause at any time.

Firms like yours are critical to our success. Exciting opportunities are available for Small Business Enterprises (SBEs) in the Schools Construction Program. In order to enhance your participation in the program as an SBE-designated firm, the NJSDA is offering assistance in becoming registered as an SBE with the NJ Department of Treasury, Division of Revenue and Enterprise Services. Among other requirements, firms applying for SBE Registration must have fewer than 100 full-time employees.

To obtain information on the Standards of Eligibility for SBE Registration by the Division of Revenue and Enterprise Services, visit their website at <http://www.nj.gov/njbusiness/contracting> or call the Business Services Call Center at 609-292-2146.

We look forward to your firm's participation in the Schools Construction Program. Should you have any questions regarding your status, or require assistance of any kind, please contact the Prequalification Unit at 609-943-5955.

Sincerely,

Karon L. Simmonds

Director,

Risk Management and Vendor Services

cc: Prequalification File
R. Arora

NOT AN
ELECTRICIAN'S
OR PLUMBER'S
LICENSE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Home Improvement Contractors

HAS REGISTERED

GOKSU CONSTRUCTION LLC
Goksun Irfan Goksu
50 W Main St
Rockaway NJ 07866

FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Contractor

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Home Improvement Contractors
HAS REGISTERED
GOKSU CONSTRUCTION LLC
Home Improvement Contractor

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE
02/03/2020 TO 03/31/2021
VALID

SIGNATURE
Paul Rodriguez
ACTING DIRECTOR
13VH08265000
License/Registration/Certificate #

02/03/2020 TO 03/31/2021

VALID

Signature of Licensee/Registrant/Certificate Holder

13VH08265000

LICENSE/REGISTRATION/CERTIFICATION #

Paul Rodriguez
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PLEASE DETACH HERE

GOKSU CONSTRUCTION LLC

EXPIRATION DATE **2021**

YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS **13VH 08265000**. PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS. USE THIS SECTION TO REPORT ADDRESS
CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW.

Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW.

YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC.

HOME ☐
BUSINESS ☐

TELEPHONE
INCLUDE AREA CODE

PRINT YOUR NEW MAILING ADDRESS BELOW.

YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE.

HOME ☐
BUSINESS ☐

TELEPHONE
INCLUDE AREA CODE

**If the law governing your profession requires the current license/registration/certificate to be displayed, it should be
within reasonable proximity of your original license/registration/certificate at your principal office or place of business.**

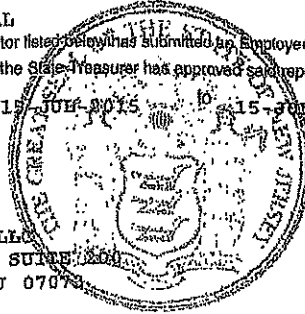
Certification 54681
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-JUL-2015 to 15-JUL-2022

GOKSU CONSTRUCTION, LLC
1 MEADOWLANDS PLAZA, SUITE 200
E. RUTHERFORD NJ 07073



Robert A. Romano

Robert A. Romano,
Acting State Treasurer



New Jersey Schools Development Authority

CERTIFICATE OF COMPLETION

This is to Certify that

Goksun I. Goksu, Goksu Construction, LLC

successfully completed the

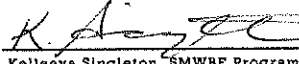
**New Jersey Schools Development Authority's
Small, Minority, & Women-Owned Business Enterprise Program
– Contractor Training Program, 2018 –**


Charles McKenna, Chief Executive

5/13
Date


Albert Alvarez, Chief of Staff

5/18
Date


Kelleeya Singleton, SMWBE Program

5/18
Date



To:

Authorized Officer

Date: 2/24/21

REF: PROJECTS COMPLETED & REFERENCES

To Whom It May Concern:

Below is the references & projects completed by goksu CONSTRUCTION, LLC:

Project Owner	Project Location	Projects	Completed Date	Contracts Amount	Contact Person	Tel. #
Dubrow Management, Corp	1002 Broad St, Newark, NJ	Interior fit-out for Apts	9/30/2014	175,000	David Dubrow	973.624.9130
Dubrow Management, Corp	1008 Broad St, Newark, NJ	Interior fit-out for Office	11/30/2015	300,000	David Dubrow	973.624.9130
Township of Winfield	12 Gulfstream Ave, Winfield, NJ	Renovation to Office & Bathroom	8/1/2015	\$45,000	June Planas	908.925.3850
Paterson Public School	32 East 2 nd St, Paterson, NJ	Demolition	11/30/2015	\$33,600	Jose Mantilla	973.321.0727
Dept. of Military & Vet Affairs National Guard Support	625 Main St, Woodbridge, NJ	Masonry Repairs at National Guard Support Building	12/15/2015	\$40,450	James Craig	609.923.6410
Borough of Bogota	282 Leonia Ave, Bogota, NJ	Renovation to DPW Garage	3/4/2016	\$334,000	Joseph Scarpa	201.655.6891



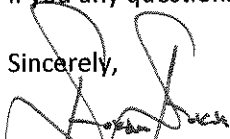
Triumphant Community Church of JC, Inc.	160 Churchill Ave, Somerset, NJ	Renovation to Church	5/30/2016	\$469,000	Mark Watson	732.207.3314
Borough of Roseland	19 Harrison Ave, Roseland, NJ	Bathroom Renovation	8/30/2016	\$101,500	Gary Schall	973.226.6565
Passaic Board of Education	170 Paulison Ave, Passaic, NJ	Ceiling Renovation	12/30/2016	\$403,000	Michael Rodriguez	551.482.4346
Rockaway Township	419 Green Pond Road, Rockaway, NJ	Renovation to Hibernia Health Center	11/15/2016	\$93,235	Joe Fiorilla	973.983.2841
Rockaway Township	Peterson Memorial Field, Fleetwood Drive, Rockaway, NJ	Peterson Memorial Field Rec. Building Addition	4/30/2017	\$301,400	Joe Fiorilla	973.983.2841
Borough of Glen Rock	315 Rock Road, Glen Rock, NJ	Glen Rock Main Toilets Renovation	10/15/2017	\$146,720	Jeff Schlecht	201.917.2729
Borough of Roseland	140 Eagle Rock Ave, Roseland, NJ	Building Repairs	10/31/2017	\$27,300	Gary Schall	973.226.6565
Blue Pearl Veterinary Hospital	190 3rd Avenue, Brooklyn, NY	Blue Pearl Veterinary Hospital Interior Renovations	8/14/2018	\$811,326	Jan Saleh	862.251.0557
Chester Board of Education	250 Rt 24, Chester, NJ	Bathroom Renovations	8/15/2018	\$353,878	Drew Vanderzee	908.625.0289
Union County College	1033 Springfield Ave, Cranford, NJ 07106	Generator Replacement	9/15/2018	\$421,390	Frank F. Ulisse	732.744.1490
Borough of Chester	137 North Road, Chester, NJ	Chester Pool Area Bathroom and Shower	6/11/2019	\$230,222	Steven Bolio	908.879.6209



		Facility Renovations				
Township of Harding	21 Blue Mill Road, New Vernon, NJ 07976	New DPW Administration Offices	6/12/2019	\$359,827	Dave Denson	908.730.7881
Lodi Board of Education	75 1 st St, Lodi, NJ 07644	Lodi Thomas Jefferson School Lavatory Renovations	8/22/2019	\$247,000	Gus Arnone	201.894.1000
Terrace West Village	1286 15 th St, Fort Lee, NJ 07024	Retaining Wall Repair	11/30/2019	\$112,540	Joe Haubsh	201.304.5723
Dept. of Military & Vet Affairs National Guard Support	Absecon & Blvd & New York Ave, Atlantic City, NJ 08401-1999	Masonry Repairs at National Guard Support Building	6/18/20	\$19,802	James Craig	609.923.6410
TSUJ, Corp	20 Somerset Pl, Clifton, NJ	Demolition of Building	7/27/20	\$26,350	Dan Katzevich	973.713.4847
TSUJ, Corp	Ramsey High School	Electric Room Renovation	9/30/20	\$22,750	Dan Katzevich	973.713.4847

If you any questions, feel free to contact us anytime.

Sincerely,



Goksun I. Goksu
Managing Member

goksu CONSTRUCTION, LLC
PO Box 1533
Sparta, NJ 07871
Tel. 973.476.9638
Fax. 973.200.7357



To:

Authorized Officer

Date: 2/24/21

REF: PROJECTS-IN-HAND & REFERENCES

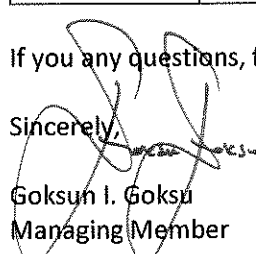
To Whom It May Concern:

Below is the references & projects that are projects-in-hand:

Project Owner	Project Location	Projects	Complete Date	Contract Amount	Balance Amount	Contact Person	Tel. #
Hoboken Housing Authority	400 Harrison St, Hoboken, NJ	Maintenance Contract	8/1/2022	Maintenance Contract	N/A	Jackie Medina	201.239.2170
Passaic County Community College	One College Boulevard, Paterson, NJ	Maintenance Contract	7/1/2022	Maintenance Contract	N/A	Mike D'Agati	973.684.5920
Renaissance Walk Condominium Associates	139 Salem Rd, North Brunswick, NJ	Masonry Repairs	5/1/2021	503,178	385,222	Joe Haubsh	201.304.5723

If you any questions, feel free to contact us anytime.

Sincerely,


Goksun I. Goksu
Managing Member



goksu CONSTRUCTION, LLC
PO Box 1533
Sparta, NJ 07871
Tel. 973.476.9638
Fax. 973.200.7357

GOKSUN I. GOKSU

PO Box 1533
Sparta, NJ 07871

Phone: (973)476-9638
ggoksu@goksu-dev.com

CERTIFICATIONS: PMP License by PMI, OSHA, RA (in process), and NYC Broker's License (in process)

ACTIVITIES: Urban Land Institute, REISA, and Construction Management Association of America

ACADEMIC ACCOMPLISHMENTS:

New York University – 1/2014

Master of Science in Real Estate Development
Partial Scholarship

New Jersey Institute of Technology – 1/2009

Master of Science in Construction Management
Dean's List; Provost Scholarship

New Jersey Institute of Technology – 1/2007

Bachelors in Architecture

PROFESSIONAL ACCOMPLISHMENTS:

Founder & Principal

6/13 to Present

goksu CONSTRUCTION, LLC – Rutherford, New Jersey

- goksu CONSTRUCTION, LLC is a General Contractor firm that offers construction needs for rehabilitation and renovations projects for apartment complexes, commercial offices, medical offices, hotels, restaurants, retail, and garages for public and private sector. The projects are renovations, rehabilitations, historical renovations, additions, and new constructions.

Vice President of Construction & PM II in Real Estate Dev.

5/08 to 6/13

HANINI GROUP, LLC – Newark, New Jersey

- Hanini Group, LLC is a development firm that offers design and construction for converting existing multistory historical buildings into apartment complexes, hotels, offices, and restaurants. Real Estate Development Projects are in range of 4 million dollars to 40 million dollars.
- Responsibilities as a VP of Construction Team are managing the development of cost estimate, bidding process, construction schedule, scopes, subcontractor/supplier bidding list and evaluations, RFPs, proposals, negotiations, buy-outs, budget, contracts, submittals, RFIs, punch-lists, approval of payments to business partners, and field supervision.
- Responsibilities as a PM II in Development Team are executing the Feasibility Studies, Financial Studies, Pro forma, Development Schedule, development of equity and financing, coordinating the required work for Historical Tax Credits & city's Tax Abatement with SHPO, and coordination between owners, investors, and financing entities.
- Additional responsibilities also involve contributing to the lease/rent/close-out agreements between building owners, investors, banks, tenants, and Hanini Group, LLC.

GOKSUN I. GOKSU

PO Box 1533
Sparta, NJ 07871

Phone: (973)476-9638
ggoksu@goksu-dev.com

Junior Architect

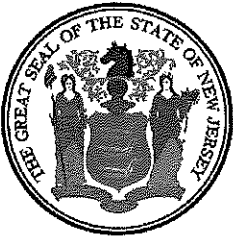
4/06 to 4/08

ARCHITEK - Passaic, New Jersey

- Architek offers design and construction management services for the renovations of residential and office spaces. Projects range from 25 thousand dollars to 250 thousand dollars.
- Responsibilities as a Junior Architect are developing construction drawings in concordant with Building Codes, Energy Codes, and Zoning.
- Additional responsibilities also involve performing field measurements, selecting materials and systems, reviewing shop drawings and submittals, reviewing punch-list, and communicating with clients, contractors, and engineers.

OTHER SKILLS:

Expert in Saga Master Builder, Primavera Contract Management Software, Primavera Schedule, Microsoft Project, Sure-Track, Argus, Microsoft Office, and Auto-CAD. Knowledge in Photoshop, Adobe Illustrator, and Timberline.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 385,222.

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.

Affix
corporate
seal
here

Respectfully submitted,

By goksu CONSTRUCTION, LLC

Name of Firm

Signature

goksun i. goksu / managing member

Title

po box 1533, sparta, new jersey 07871

Business Address

973.476.9638

Phone

Sworn to and
subscribed before me
This 24th day of february
20 21

Notary Public

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

DPMC 701 (3/15)

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:
TSUJ CORPORATION

ADDRESS:
48 BRUSH HILL RD.
KINNELON NJ 07405
EFFECTIVE DATE:

04/21/06

TRADE NAME:

SEQUENCE NUMBER:
1242256

ISSUANCE DATE:
12/22/12

James J. Quasone
Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

(04-06), 0209048V

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N J 08695

The person, partnership or corporation named below is hereby authorized to collect:

NEW JERSEY SALES & USE TAX

pursuant to N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected.

TSUJ CORPORATION
48 BRUSH HILL RD.
KINNELON NJ 07405

Michael J. King
Acting Director, Division of Taxation

Tax Registration No.: XXX-XXX-718/000

Tax Effective Date: 07-15-06

Document Locator No.: 10000272316

Date Issued: 12-22-12

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Certificate Number
657446

Registration Date: 05/18/2020
Expiration Date: 05/17/2022



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

2020
The Corporation

Responsible Representative(s):
Dan Katzevich, President

Responsible Representative(s):
David Katzevich, Vice-President

A handwritten signature in cursive script, reading "RA Angelo".

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned
and may be revoked for cause by the Commissioner
of Labor and Workforce Development.

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE
Board of Exam. of Electrical Contractors

HAS LICENSED

**TSUJ CORPORATION
DAN KATZEVICH
48 Brush Hill rd.
Kinnelon NJ 07405**

FOR PRACTICE IN NEW JERSEY AS A(N): Electrical Business Permit

02/09/2018 TO 03/31/2021

VALID

34EB01455900

LICENSE/REGISTRATION/CERTIFICATION #


Signature of Licensee/Registrant/Certificate Holder


ACTING DIRECTOR

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE
Board of Exam. of Electrical Contractors

HAS LICENSED

**DAN KATZEVICH
48 Brush Hill Road
Kinnelon NJ 07405**

FOR PRACTICE IN NEW JERSEY AS A(N): Electrical Contractor

02/08/2018 TO 03/31/2021

VALID

34EI01455900

LICENSE/REGISTRATION/CERTIFICATION #


Signature of Licensee/Registrant/Certificate Holder


ACTING DIRECTOR

tsujcorp@optonline.net

From: <CClass@treas.state.nj.us>
Date: Wednesday, October 7, 2020 8:34 AM
To: <tsujcorp@optonline.net>
Subject: Notice of Classification

TSUJ CORPORATION
 PO BOX 4621
 WAYNE, NJ 07474

State of New Jersey



**DEPARTMENT OF THE TREASURY
 DIVISION OF PROPERTY MANAGEMENT AND
 CONSTRUCTION
 33 WEST STATE STREET - P.O. BOX 034
 TRENTON, NEW JERSEY 08625-0034**



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$4,000,000	C047 -ELECTRICAL license #: 34EB01455900	11/07/2020	11/06/2022

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at http://www.state.nj.us/treasury/dpmc/Assets/Files/dpmc-27_03_07.pdf.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE DPMC WEB SITE.

10/7/2020



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

32 EAST FRONT STREET
P.O. BOX 991
TRENTON, NJ 08625-0991

CONTRACTOR NOTICE OF PREQUALIFICATION

for
TSUJ Corporation
P.O. Box 4621
Wayne, NJ 07474

In accordance with N.J.S.A. 18A:7G-41 and any rules and regulations issued pursuant hereto, your firm has been approved with the NJSDA for Prequalification:

Effective Date: October 20, 2020
Expiration Date: November 6, 2022

Aggregate Limit: \$4 Million

<input type="checkbox"/> Construction Manager as Constructor	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Pile Driving
<input type="checkbox"/> Design Build	<input type="checkbox"/> Sheet Metal (Mechanical)	<input type="checkbox"/> Prefabrication Buildings
<input type="checkbox"/> General Construction	<input checked="" type="checkbox"/> Electrical	<input type="checkbox"/> Prefabrication Music/Sound Clean Rooms
<input type="checkbox"/> General Construction/Alterations & Additions	<input type="checkbox"/> Communications Systems	<input type="checkbox"/> Relocatable Buildings
<input type="checkbox"/> Partitions/Ceilings	<input type="checkbox"/> Fire Alarm/Signal Systems	<input type="checkbox"/> Asbestos Removal/Treatment
<input type="checkbox"/> Doors & Hardware	<input type="checkbox"/> Security/Intrusion Alarms	<input type="checkbox"/> Asbestos Removal/Mechanical
<input type="checkbox"/> Windows	<input type="checkbox"/> Audio Visual Systems	<input type="checkbox"/> Waste Removal Toxic/Hazardous
<input type="checkbox"/> Siding & Gutters	<input type="checkbox"/> Site Work	<input type="checkbox"/> Radon Mitigation
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Sewage & Water Treatment Plants	<input type="checkbox"/> Lead Paint Abatement
<input type="checkbox"/> Flooring/Tile	<input type="checkbox"/> Sewer Piping & Storm Drains	<input type="checkbox"/> Detention Equipment Systems
<input type="checkbox"/> Millwork	<input type="checkbox"/> Landscape Construction	<input type="checkbox"/> Energy Management Systems
<input type="checkbox"/> Insulation	<input type="checkbox"/> Underground Water & Utilities	<input type="checkbox"/> Elevators
<input type="checkbox"/> Acoustical	<input type="checkbox"/> Road Construction & Paving	<input type="checkbox"/> Museum Exhibits
<input type="checkbox"/> Concrete/Foundation Footings/Masonry Work	<input type="checkbox"/> Athletic Fields/Tracks/Courts	<input type="checkbox"/> Test Boring
<input type="checkbox"/> Gunite	<input type="checkbox"/> Athletic Fields/Synthetic Turf	<input type="checkbox"/> Well Drilling
<input type="checkbox"/> Demolition	<input type="checkbox"/> Pumping Stations	<input type="checkbox"/> Microbial Remediation
<input type="checkbox"/> Fencing	<input type="checkbox"/> Landscape Irrigation	<input type="checkbox"/> Food Service Equipment
<input type="checkbox"/> Historical Light Fixture Restoration	<input type="checkbox"/> Roofing-Membrane EPDM	<input type="checkbox"/> School Furnishings
<input type="checkbox"/> Historical Restoration	<input type="checkbox"/> Roofing-Membrane PVC/CPE/CSPE	<input type="checkbox"/> Lab Furniture/Equipment
<input type="checkbox"/> Pre-Cast Concrete	<input type="checkbox"/> Roofing-Membrane Modified Bitumen	<input type="checkbox"/> Seating/Bleachers
<input type="checkbox"/> Curtain Walls	<input type="checkbox"/> Roofing-Urethane	<input type="checkbox"/> Swimming Pools
<input type="checkbox"/> Architectural Cast Iron	<input type="checkbox"/> Roofing-Built Up	<input type="checkbox"/> Dust Collectors
<input type="checkbox"/> Welding	<input type="checkbox"/> Roofing-Metal	<input type="checkbox"/> Signage & Graphics
<input type="checkbox"/> Structural Steel & Ornamental Iron	<input type="checkbox"/> Roofing-Tile/Slate/Shingles	<input type="checkbox"/> Septic Systems
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Caulking & Waterproofing	<input type="checkbox"/> Stage Equipment
<input type="checkbox"/> Oil & Gas Burners	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Underground Storage Tanks/Closure & Installation
<input type="checkbox"/> HVACR	<input type="checkbox"/> Roofing-Historical Sites	<input type="checkbox"/> Underground Storage Tanks/Installation
<input type="checkbox"/> Boilers (New Repair)	<input type="checkbox"/> Roofing-TPO	<input type="checkbox"/> Underground Storage Tanks/Closure
<input type="checkbox"/> Service Station	<input type="checkbox"/> Painting-General	<input type="checkbox"/> UST/Tank Testing
<input type="checkbox"/> Solar Energy Systems	<input type="checkbox"/> Painting-Tanks/Steel Structures/Elevated Structures	<input type="checkbox"/> Underground Storage Tanks/Corrosion Protection Systems Analysis
<input type="checkbox"/> Energy Services (ESCO)	<input type="checkbox"/> Painting-Historical Sites	<input type="checkbox"/> Above Ground Storage Tanks
<input type="checkbox"/> Geothermal Loop Systems	<input type="checkbox"/> Sandblasting	<input type="checkbox"/> Site Remediation
<input type="checkbox"/> Fireproof Applications	<input type="checkbox"/> Divers	<input type="checkbox"/> Inside Plant Cable
<input type="checkbox"/> Insulation (Mechanical)	<input type="checkbox"/> Barges	<input type="checkbox"/> Outside Plant Cable
<input type="checkbox"/> Fire Suppression Systems	<input type="checkbox"/> Bulkhead & Docks	<input type="checkbox"/> Fiber Installation & Splicing
<input type="checkbox"/> Control Systems	<input type="checkbox"/> Jetty & Breakwater	
<input type="checkbox"/> Parking & Control Systems	<input type="checkbox"/> Dredging	

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

Information contained in this notice can be verified at: <https://sda03.njsda.gov/PublicReportsUI/VendorSearch.aspx>

NJSDA Risk Management – Prequalification Unit – 609-858-5356

Certification 40428

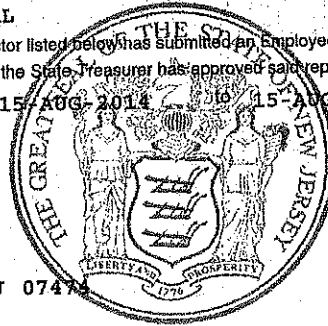
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-AUG-2014 to 15-AUG-2021

TSUJ CORPORATION
PO BOX 4621
WAYNE

NJ 07474



Andrew P. Sidamon-Eristoff
State Treasurer



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

**TOTAL AMOUNT OF
UNCOMPLETED CONTRACTS**

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 1,080,000.00

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.

Affix
corporate
seal
here

Respectfully submitted,

By TSUJ, CORP.

Name of Firm


Signature

DAN KATZEVICH / PRESIDENT

Title

PO BOX 4621, WAYNE, NJ 07474

Business Address

Sworn to and
subscribed before me
This 24th day of february
2021


Notary Public

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/5/2022

DPMC 701 (3/15)

973.713.4847

Phone

To be submitted by the bidder AND any subcontractor named on Bid Proposal Form Section C.1

NURDAN GOKSU C.2-24
Notary Public of New Jersey
My Commission Expires 12/3/2022

CERTIFICATION OF NO MATERIAL CHANGE OF CIRCUMSTANCES

Bidder's Name: tsuj, corp.

Address: po box 4621, wayne, nj 07474

1. A statement as to the financial ability, adequacy of plant equipment, organization and prior experience of the bidder, as required by N.J.S.A. 18A:18A-28 has been submitted to the Department of Treasury within the last six (6) months preceding the date of opening of bids for this contract.
2. I certify, as required by N.J.S.A. 18A:18A-32 that there has been no material adverse change in the qualification except:

none


none

none

none

dan katzevich / principal

(Name and Title of Signer - Please print or type)

 2/24/2021
(Signature) (Date)

09/26/12

Taxpayer Identification# 223-343-625/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.


If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
NATIONAL PLUMBING AN HEATING INC.		
ADDRESS:	SEQUENCE NUMBER:	
236 S.11TH STREET	0638999	
NEWARK NJ 07071-3030	ISSUANCE DATE:	
EFFECTIVE DATE:	09/26/12	
01/27/95	 Director New Jersey Division of Revenue	
FORM-BRC 104-061 D205646V		

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Certificate Number
636703

Registration Date: 08/02/2020
Expiration Date: 08/01/2021



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Responsible Representative(s):
Jorge Carvalho, President

Responsible Representative(s):
John Giaruso, Vice-President

National Plumbing & Heating Inc

Robert Asaro-Angelo

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Exam. of Master Plumbers

HAS LICENSED

JOHN C. GIARRUSSO
T/A NATIONAL PLBG & HTG INC
356 LAKE AVE
LYNDHURST NJ 07071-1416

FOR PRACTICE IN NEW JERSEY AS A(N): **Master Plumber**

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Exam. of Master Plumbers
HAS LICENSED
JOHN C. GIARRUSSO
Master Plumber

05/17/2019 TO 06/30/2021
VALID

SIGNATURE

36B100887500
License/Registration/Certificate #

ACTING DIRECTOR

05/17/2019 TO 06/30/2021
VALID

Signature of Licensee/Registrant/Certificate Holder

36B100887500
LICENSE/REGISTRATION/CERTIFICATION #

ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Exam. of Master Plumbers
P.O. Box 45008
Newark, NJ 07101

PLEASE DETACH HERE

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE
Board of Examiners of HVACR Contractors

HAS LICENSED

**Jorge Carvalho
236 South 11th Street
07107
Newark NJ 07107**

FOR PRACTICE IN NEW JERSEY AS A(N): Master HVACR Contractor

05/19/2020 TO 06/30/2022

VALID

Signature of Licensee/Registrant/Certificate Holder

19HC00624900

LICENSE/REGISTRATION/CERTIFICATION #

Paul Rodriguez
ACTING DIRECTOR

New Jersey Office of the Attorney General
Division of Consumer Affairs

**THIS IS TO CERTIFY THAT THE
Board of Examiners of HVACR Contractors
HAS LICENSED**

**Jorge Carvalho
Master HVACR Contractor**

05/19/2020 TO 06/30/2022

VALID

19HC00624900

License/Registration/Certificate #

SIGNATURE

ACTING DIRECTOR

PLEASE DETACH HERE

**IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:**

**Board of Examiners of HVACR Contractors
P.O. Box 47031
Newark, NJ 07101**

PLEASE DETACH HERE

NATIONAL PLUMBING & HEATING INC
236 SOUTH 11TH STREET
NEWARK, NJ 07107

State of New Jersey



**DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND
CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034**



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$3,000,000	C032 -HVACR license #: 19HC00624900 C030 -PLUMBING license #: 36BI00887500	11/26/2019 11/26/2019	11/25/2021

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at http://www.state.nj.us/treasury/dpmc/Assets/Files/dpmc-27_03_07.pdf.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE DPMC WEB SITE.



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

32 EAST FRONT STREET
P.O. BOX 991
TRENTON, NJ 08625-0991
609-943-5955

November 27, 2019

Jorge Carvalho, President
National Plumbing & Heating, Inc.
236 South 11th Street
Newark, NJ 07107

Re: Contractor Prequalification Notice

Dear Mr. Carvalho:

The New Jersey Schools Development Authority (NJSDA) has completed its review of your firm's Application for Prequalification including the required DPMC classification.

We are pleased to inform you that **National Plumbing & Heating, Inc.** has been approved with NJSDA Prequalification status in the trade(s) and corresponding aggregate limit(s) as listed below:

Trade(s)	Aggregate Rating
PLUMBING	\$3 MILLION
HVACR	

Your firm is prequalified by the NJSDA until **November 25, 2021**. Please keep in mind that during this period, the NJSDA must be notified in writing within ten days of any substantial changes that occur within your organization. This would include any changes your firm makes with DPMC as well as changes in ownership, financial condition, key people, safety records, disciplines, etc. Also note that your firm's status as a "prequalified firm" is always subject to review, and we reserve the right to change or revoke this prequalification status for cause at any time.

Firms like yours are critical to our success. Exciting opportunities are available for Small Business Enterprises (SBEs) in the Schools Construction Program. In order to enhance your participation in the program as an SBE-designated firm, the NJSDA is offering assistance in becoming registered as an SBE with the NJ Department of Treasury, Division of Revenue and Enterprise Services. Among other requirements, firms applying for SBE Registration must have fewer than 100 full-time employees.

To obtain information on the Standards of Eligibility for SBE Registration by the Division of Revenue and Enterprise Services, visit their website at <http://www.nj.gov/njbusiness/contracting> or call the Business Services Call Center at 609-292-2146.

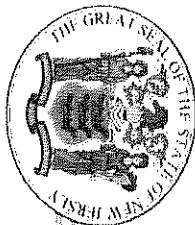
We look forward to your firm's participation in the Schools Construction Program. Should you have any questions regarding your status, or require assistance of any kind, please contact the Prequalification Unit at 609-943-5955.

Sincerely,

A handwritten signature in black ink, appearing to read "Karon L. Simmonds", written in a cursive style.

Karon L. Simmonds
Director/
Risk Management

cc: Prequalification File
R. Britton



New Jersey Schools Development Authority

CERTIFICATE OF COMPLETION

This is to Certify that

Jorge Carvalho, National Plumbing & Heating Inc.

successfully completed the

New Jersey Schools Development Authority's

Small, Minority, & Women-Owned Business Enterprise Program

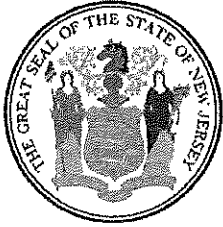
— Contractor Training Program, 2017 —

Signature [Signature]

Date 11/11/17

Signature [Signature]

Date 11/12/17



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

**TOTAL AMOUNT OF
UNCOMPLETED CONTRACTS**

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 256,800.⁰⁰

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By NATIONAL PLUMBING & HEATING, INC.

Name of Firm

Signature

JORGE CARVALHO / PRESIDENT

Title

236 S. 11TH, NEWARK, NEW JERSEY 07107

Business Address

973.424.9341

Phone

Sworn to and
subscribed before me
This 24th day of february
2021

Notary Public

SWORN TO AND SUBSCRIBED
BEFORE ME THIS DATE

FEB 24 2021

NURDAN GOKSU
Notary Public of New Jersey
DPMC 701 (3/16) Commission Expires 12/5/2022

To be submitted by the bidder AND any subcontractor named on Bid Proposal Form Section C.1

NURDAN GOKSU
Notary Public of New Jersey
My Commission Expires 12/31/2022

CERTIFICATION OF NO MATERIAL CHANGE OF CIRCUMSTANCES

Bidder's Name: national plumbing & heating, inc

Address: 236 south 11th st, newark, new jersey 07107

1. A statement as to the financial ability, adequacy of plant equipment, organization and prior experience of the bidder, as required by N.J.S.A. 18A:18A-28 has been submitted to the Department of Treasury within the last six (6) months preceding the date of opening of bids for this contract.
2. I certify, as required by N.J.S.A. 18A:18A-32 that there has been no material adverse change in the qualification except:

none

none

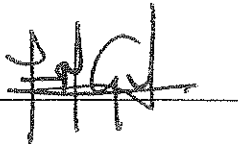
none

none

jorge carvalho / principal

(Name and Title of Signer – Please print or type)

(Signature)



2/24/2021

(Date)

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~~BOARD OF EDUCATION~~

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0000.02 INTRODUCTION (M)

M

Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Allamuchy Township School District.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

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

“Core Curriculum Content Standards” means the New Jersey Student Learning Standards.



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“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district.

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.

“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“New Jersey Student Learning Standards” or “NJSLS” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as



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

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.



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“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;



4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. United States Code – U.S.C.
2. United States Regulations – Code of Federal Regulations (C.F.R.)
3. New Jersey Statutes

N.J.S.A. 2C Code of Criminal Justice

N.J.S.A. 9 Children-Juvenile and Domestic Relations

N.J.S.A. 10 Civil Rights

N.J.S.A. 11 Civil Service



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N.J.S.A. 17 Corporations and Institutions for Finance and Insurance

N.J.S.A. 18A Education

N.J.S.A. 19 Elections

N.J.S.A. 24 Food and Drug

N.J.S.A. 26 Health and Vital Statistics

N.J.S.A. 27 Highways

N.J.S.A. 30 Institutions and Agencies

N.J.S.A. 34 Labor and Worker's Compensation

N.J.S.A. 36 Legal Holidays

N.J.S.A. 39 Motor Vehicles and Traffic Regulation

N.J.S.A. 41 Oaths and Affidavits

N.J.S.A. 45 Professions and Affidavits

N.J.S.A. 47 Public Records

N.J.S.A. 52 State Government, Departments, and Officers

N.J.S.A. 53 State Police

N.J.S.A. 54 Taxation

N.J.S.A. 59 Tort Claims

4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law



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N.J.A.C. 6 & 6A Education

N.J.A.C. 8 Health

N.J.A.C. 10 Human Services

N.J.A.C. 13 Law and Public Safety

N.J.A.C. 17 Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the **Superintendent** and shall be the manual to which all others may be compared for accuracy.



0141.2 Board Member and Term - Receiving District

The Board of Education shall consist of _____ members.

The term of a Board member shall be _____ years, except that:

1. The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election, except that;
2. **DELETE** The term of a member appointed to fill a vacancy within sixty days immediately preceding an annual election shall be from the member's appointment to the organizational meeting following the second annual election after s/her appointment, except for Board members of a sending district;
3. Representation on the receiving district Board shall be in accordance with N.J.S.A. 18A:38-8.2. In accordance with N.J.S.A. 18A:38-8.2.a.(1) the sending district shall have no representation on the receiving district Board of Education if the students of a sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled. If the students of a sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

If the total number of students of two or more sending districts, which do not qualify for representation in accordance with N.J.S.A. 18A:38-8.2.a.(2), comprise at least fifteen percent of the total enrollment of the students in the grades of the receiving district in which the students of sending districts will be enrolled, shall have collectively two representatives on the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.b. The annual designation of the representatives, in the event more than two districts collectively qualify, shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards in accordance with N.J.S.A. 18A:38-8.2.b. The number of representatives designated by the sending districts to be additional members on the receiving district Board of Education shall be limited in accordance with the provisions of N.J.S.A. 18A:38-8.2.c.



A school district which is located in a county of the sixth class according to the latest Federal decennial census, which has an October 1998 resident enrollment greater than 2,400 students, but less than 2,600 students, and which sends its students in grades nine through twelve to a school district in the same county shall have representation on the Board of Education of a receiving school district in accordance with the provisions of N.J.S.A. 18A:38-8.4.

The sending district Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the County Superintendent of the appropriate representation on the receiving Board of Education. This designation shall be made by the sending Board of Education at its meeting closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education.

The calculation of percentages required shall be based on the number of students reported as of the last school day prior to October 16 of each prebudget year pursuant to N.J.S.A. 18A:38-8.2.e. and N.J.S.A. 18A:38-8.4.b.

4. A sending district representative(s) shall be eligible to vote on the following matters before the receiving district Board of Education:
 - a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;
 - b. New capital construction to be utilized by sending district students;
 - c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;



- d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;
 - e. Any matter directly involving the sending district students or programs and services utilized by those students;
 - f. Approval of the annual receiving district budget;
 - g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;
 - h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and
 - i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.
5. While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8

N.J.S.A. 18A:13-8 et seq. [**regional districts**]

N.J.S.A. 18A:54-16 et seq. [**vocational districts**]

N.J.A.C. 6A:23A-2.1 et seq.

Adopted:02/26/19



0152 BOARD OFFICERS

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

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

[Option 1]

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

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

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

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



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

Adopted: 28 October 2005



0155 Board Committees

GOVERNANCE	EDUCATION	HUMAN RESOURCES	OPERATIONS
<ul style="list-style-type: none"> • Board Self Evaluation • Annual Board Goals • Policy • Strategic Plan • District Communications • District goals and objectives • NJQSAC 	<ul style="list-style-type: none"> • Student Achievement • Curriculum, programs, courses of study • Instructional practices • Technology • Master Scheduling • Special education • Professional Development related to Education • Communications Plan related to Education • Strategic Plan implementation oversight related to 	<ul style="list-style-type: none"> • Teacher evaluation • Administrator evaluation • Support staff evaluation • Employee discipline • Tenure recommendations • Grievance handling • Communications Plan related to Human Resources • Strategic Plan implementation oversight related to Human Resources • Any additional matters involving the employees of the 	<ul style="list-style-type: none"> • Finance • Facilities • Transportation • Environmentally friendly practices • Non-educational professional services • Safety and security • Communications Plan related to Operations • Strategic Plan implementation oversight related to Operations • Other non-educational and non-human resource areas • Policy creation and revision related to Operations



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	Education <ul style="list-style-type: none">• All Matters involving the education of the students• Policy creating and revision related to Education	district. <ul style="list-style-type: none">• Policy creating and revision related to human resources	
--	---	---	--

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

~~The standing committees of the Board shall be:~~

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

- * Governance
- * Education
- * Human Resources
- * Operations

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



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Board members will not serve on administrative committees.

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

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

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

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

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



- All committee minutes will include:

- o Date, time, attendance, and summary of agenda item discussions

- o Clearly defined action of the committee including:

- Work assigned to administration

:Recommendations to the full board for action or discussion or both Action items carried over from prior meetings

- o Action items modified from prior meetings

- o Action items completed from prior meetings

- o Dates of all upcoming meetings for the year (to be scheduled a full year in advance)

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

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

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



- Administrative liaison will maintain the committee minutes.

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

At the end of the school year, each committee will provide a listing of all action items completed for the year, thereby clearly documenting the work completed by each committee for the board and public.

Committee Charges

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

Governance Committee

The primary function of the Governance Committee is to provide guidance and direction, in accordance with Board of Education policies, to the Board and to the Superintendent of Schools on issues related to Board governance, dist



rictand
Board policy, district strategic plan, and communications with the public.

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

To this end, the Governance Committee will:

- 1.** Work with the district administration in the design, preparation and delivery of strategic plans, district goals and objectives, and other areas of study
- 2.** Review current and proposed new policies prior to Board review and/or action.
 - Recommend to the Board the creation of new policy.
 - Recommend to the Board their vision of existing policy.
 - Review and recommend to the Board a position on any policy challenged by individual Board members and/or the public.



- Interface with all other Board committees with regard to their policy needs.

3. Evaluate the way in which the school district disseminates information and receives public input.

- Develop goals and objectives for improving communications and promoting good will between the district and the public.

- Work with citizen task forces to address their communication needs.

4. Coordinate governance activities including, but not limited to:

- Board self-evaluation

- Annual board goals

- New Jersey Quality Single Accountability Continuum (NJQSAC).

Education

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

- Student achievement



- Curriculum, programs, courses of study
- Instructional practices
- Technology
- Master scheduling
- Special education
- Professional Development related to Education
- Communications Plan related to Education
- Policy development related to Education
- Strategic Plan implementation oversight related to Education
- All matters involving the education of

the students To this end the Education

Committee will:

1. Review all administrative recommendations regarding textbooks and curriculum adoptions prior to submission to the board for approval.
2. Consider and review recommendations for curriculum changes from the board and the public to ensure alignment



with the NJCCS and the Common Core State Standards, best practices research and 21st Century College and Career Readiness:

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

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

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

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

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



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

8. Participate in curriculum workshops(such as those sponsored by NJSBA) and provide a report to the board with special emphasis on items particularly relevant to the district's curriculum.

9. Review board policies as they relate to the district's curriculum and instruction program and make recommendations to the Governance Committee.

10. Review proposed new policies related to the oversight responsibilities of the Education Committee prior to Board review and/or action.

11. Recommend to the Governance Committee the creation of new policy.

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



Human Resources

The charge of the Human Resources Committee is to assist the Board of Education in the hiring, evaluation, retention and compensation of the employees who serve at the pleasure of the Board, including but not limited to, the superintendent of schools; and to initiate policies or recommend revisions to existing policies in order to assure the systematic selection and retention of highly

qualified professional and support staff. The Human Resources Committee will

assume direct oversight of the following areas:

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



- Communications Plan related to Human Resources
- Policy development related to Human Resources
- Strategic Plan implementation oversight related to Human Resources
- Any additional matters involving the employees of the district To this end, the Human Resources Committee will:

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



4. Recommend to the Governance Committee the creation of new policy.

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

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

1. Superintendent of Schools

a. Develop selection criteria and procedure for the hiring of a new superintendent.

b. Review evaluation criteria and procedures for the annual evaluation of the superintendent and recommend changes, when appropriate.

c. Coordinate the annual evaluation.

d. Conduct at least one interim evaluation.

e. Recommend compensation levels to the Board.

f. Review job descriptions annually and update when appropriate.



2. Board Secretary

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

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

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

Operations

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

- Finance



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

Finance

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

In order to fulfill this responsibility, the Committee will:

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



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



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

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

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

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



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

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

Facilities

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

In order to fulfill this responsibility, the Committee will:

1. The Committee will review and recommend to the full Board a five-year comprehensive preventative maintenance plan developed by the administration that clearly articulates a priority-ordered listing of capital maintenance projects.

2. Assist the administration in providing information to the board on a comprehensive capital and maintenance plan that supports the- Home/School Associations' projects.



3. Assist the administration in providing information to the board on the establishment of environmental sound practices that evaluate energy consumption, institute conservation awareness practices districtwide, complete comprehensive energy audits that will enable the district to take advantage of local, state and federal sustainable energy initiatives at no or little cost to taxpayers.
4. During construction periods, the Committee will monitor progress reports provided by the administration and review proposed change orders related to construction in preparation for presentation of the recommendations to the full board.
5. The Committee will review evaluations and recommendations made by the administration on professional service contracts related to the management and construction of school facilities.

Adopted: 8 October 2005

Revised: 5/26/15



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1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES (M)

M

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

A. Unconditional Eligibility for Full-time Remote Learning

1. All students are eligible for full-time remote learning.



a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.

b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 30 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.

2. The student may only begin full-time remote learning within 20 school days after receiving written approval of the Principal or designee.

3. The written request for the student to receive full-time remote learning shall include:

a. The student's name, school, and grade;

b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;



c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;

d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and

e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

(1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.

4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. The Principal's written approval of the request shall be provided to the parent within 15 calendar days of receiving the parent's written request.



- a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

C. Scope and Expectations of Full-Time Remote Learning

- 1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:

- a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;

- b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and

- c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).

- (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.

- d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.



D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 30 calendar days before the student is eligible for in-person services.

2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of a marking period.

3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:

a. The student's name, school, and grade;

b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and

c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.

4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one marking period in remote learning before being eligible to transition into the school district's in-person program.



a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.

5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.

7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.

a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.



F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:

- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
- b. Procedures for submitting full-time remote learning requests in accordance with B. above;
- c. Scope and expectations of full-time remote learning in accordance with C. above;
- d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above;
and
- e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

G. Home or Out-of-School Instruction

1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.



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[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:

“Clarifying Expectations Regarding Fulltime Remote Learning

Options for Families 2020-2021”

Adopted: 23 November 2020



0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.



The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

The Board shall make a video recording of each board meeting as an administrative aid in the preparation of minutes. The recording shall be made available to the public upon completion of the meeting and be located on the Board section of the District website. These recordings will remain available until subsequent meeting recordings become available or the minutes of the meeting are approved and posted to the website. After this time, they will be electronically stored and may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of video recording devices only when notice of such intended use has been given to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the video recording guidelines with the person requesting to video record. Prior notice is not required to audio record a meeting.

All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive. Any video recording device must be located and operated from inconspicuous



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locations in the meeting room as determined by the presiding officer of the meeting. Prior to the meeting, the presiding officer will determine the location of each recording device so the video recording devices can video record the meeting with an unobstructed view. The presiding officer may permit a person wanting to video record the meeting using a small hand-held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the meeting. A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer prior to the meeting. All recording devices must be battery operated, as the district cannot guarantee convenient availability or location of electric outlets in the meeting room.

The presiding officer shall determine when the number of video recording devices or if an audio or video recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

Any person who video records a public meeting in accordance with the provisions of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to edit or abridge the original recording.

N.J.S.A. 10:4-14



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2415.06 UNSAFE SCHOOL CHOICE OPTION (M)

M

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA. The Superintendent is required to certify compliance with this USCO Policy to the NJDOE in the application for ESSA funds.

USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining PDS.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the NJDOE for three consecutive years and is part of a school district that receives funds under ESSA. The NJDOE will use the most current available data from the Student Safety Data System (SSDS) to identify PDS on or before July 31 of each year.

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.



A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected students and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. Additionally, the district is required to develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for its corrective action plan, as well as monitor the school district's timely completion of the approved plan.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing its corrective action plan and compare the current year's incidents of violence, as reported on the SSDS, to the criteria for determining PDS. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by September 30 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year in accordance with 2. above.



A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect.

4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of the pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval a school safety plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The school safety plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide an early warning school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan. A school receiving an "early warning" notice is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing its school safety plan and compare the current year's incidents of violence, as reported on the SSDS, to the criteria for determining PDS. The school will be notified of its status on or before July 31 of the respective year.

A school that no longer meets the criteria for PDS for one school year, the year in which the school safety plan was in effect, will no longer be required to submit a school safety plan.



A school that meets the criteria for PDS for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year and provide the transfer option to students in the school designated as persistently dangerous.

5. Schools Not Receiving ESSA Funds, but Meeting the Criteria for PDS.

School buildings and districts that are not part of a local education agency (LEA) that receives Federal funds under ESSA, but meet any one of the criteria for PDS will be contacted by the NJDOE and be required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan.

[Optional]

;

~~Only required for Regional Day Schools, Special Services School Districts, and Educational Services Commissions:~~

~~6. Special Schools Meeting the Criteria for PDS.~~

;

~~Regional Day Schools, Special Services Districts, and Educational Services Commissions that meet the criteria for PDS will not be identified as such, but will be contacted by the NJDOE and required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the SSDS. The NJDOE will provide the school with guidance for their school safety plan, as well as monitor the school's timely completion of the approved plans.~~



The Unsafe School Choice Option provision under the ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
 - (1) Law enforcement officials have filed formal charges against the offender(s) for commission of the violent crime; or



- (2) The offender(s) has received sanctions in accordance with the Board of Education's Code of Student Conduct; or
- (3) The offender(s) either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
- (4) The pre-existence of a restraining order against the offender(s).

2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the individual choice option provision. The district must offer, within fourteen calendar days of the incident, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified



individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.

4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

a. Homicide [N.J.S.A. 2C:11-2] - A student is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.

b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.

c. Sexual Assault [N.J.S.A. 2C:14-2] - A student is a victim of a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of an act of sexual penetration under any of the following circumstances:

- (1) The victim is less than thirteen years old.
- (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.



(3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.

(4) The actor uses physical force or coercion.

(5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.

d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:

(1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or

(2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or

(3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:

(a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or

(b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.



e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under this Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in this Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).

f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; threatens the victim with or purposely puts the victim in fear of immediate bodily injury.

g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time with any of the following purposes: to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.

h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor purposely or knowingly starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

Miscellaneous Provisions of USCO

1. Transfer Time Period – PDS

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.



Keep[Optional

The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)]

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2. Charter School Transfer Option

While ESSA permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

3. Funding Sources for USCO

The USCO statute does not authorize resources specifically to help cover USCO costs associated with transferring a student from a PDS. However, under certain circumstances Federal funds may be used. For example, ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)] may be used to establish safe zones of passage to and from school to ensure that students travel safely on their



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way to school and on their way home. In addition, ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)] funds may be used to help cover costs such as tuition or transportation related to the USCO or expansion of public school choice.

4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district

[Optional

___ is not required to transfer the student to a school outside the school district.

or

__X__ will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.]

[Optional



6. ~~The district will offer students the transfer option if they do not meet the criteria for determining victims of violent criminal offenses under the USCO Policy Provision II as one response for providing relief to students whose victimization has affected their safety and ability to learn.~~

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.

Title VIII, Part F, Subpart 2, SEC. 8532

Every Student Succeeds Act (ESSA) of 2015

Adopted: 28 November 2005

Revised 2/26/19



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District Policy

4219- COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING (M)

Section: Support Staff

Date Created: January 2006

Date Edited: December 2020

M

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public.

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in

accordance with 49 CFR 40.

The Board designates the Superintendent as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy **4219** pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.

Violations

Any violation of this Policy may result in discipline, up to and including termination.

Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

Definitions

“Alcohol use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory drug test” means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed drug test” means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 CFR 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (DER)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial drug test (also known as a “Screening drug test”)” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

“Initial specimen validity test” means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

“Medical Review Officer (MRO)” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and evaluating medical explanations for certain drug test results.

“Possess” includes, but is not limited to, either in or on the driver’s person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

“Substance Abuse Professional (SAP)” is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

“Work Site” means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result

will be employed by the Board.

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
 - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.

[Optional for Districts that Conduct Pre-Employment Alcohol Tests]

In accordance with 49 CFR 382.301(d), the Board will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 CFR 40 et seq. An employee will:

[Select one of the following:

-

~~___ not begin working unless the result of the test indicates an alcohol concentration of less than 0.04.~~

X not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.]

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to

or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed,

written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does

not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;

4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and
7. Be subject to the disciplinary Policy and Regulations of the Board.

Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process

- a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
 - d. Documentation of Breath Alcohol Technician (BAT) training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
 - h. Consolidated annual calendar year summaries.
2. Records Related to the Employee's Test Results
 - a. Employer's copy of the alcohol test form, including results;
 - b. Employer's copy of the controlled substance test chain of custody and control form;
 - c. Documents sent to the employer by the MRO;
 - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
 - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training
 - a. Records pertaining to the SAP's determination of an employee's need for assistance;
 - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
 - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
 - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;

- e. Documentation of supervisor training; and
- f. Certification that training conducted under this Policy complies with all requirements of the Policy.

5. Records Related to Drug Testing

- a. Agreements with collection site facilities, laboratories, MROs, and consortia;
- b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
- c. Monthly statistical summaries of urinalysis; and
- d. The employer's drug testing policy and procedures.

6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled	5 Years

substance tests	
Calibration documentation	5 Ye ars
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Ye ars
Driver evaluations and referrals	5 Ye ars
A copy of each annual calendar year summary	5 Ye ars
Records obtained from previous employers concerning alcohol and drug testing	3 Ye ars
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Ye ars
Records related to negative and canceled	1 Ye ar

controlled substance test results	
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Ye ar
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	In de fin ite ti m e pe rio d

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.

7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
 - (1) The identity of the person designated by the employer to answer employee questions about the materials;
 - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
 - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;
 - (4) Specific information concerning employee conduct that is prohibited;
 - (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
 - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
 - (7) The requirement that an employee submit to alcohol and controlled substance tests;
 - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
 - (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
 - (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
 - (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.

49 CFR 382 et seq.

49 CFR 395.2

Adopted: 23 January 2006

Revised 2/26/2019

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5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS - **DELETE****[See POLICY ALERT No. 162 and 218]**

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry a school district issued identification card (Identification Card).

An Identification Card will be issued to all students in

Choose one or more of the following:

☐ all school buildings,

☐ elementary schools,

☐ middle schools,

☐ high schools.

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

STUDENTS

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. 18A:36-43

Adopted:

5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES (M)

[Select Only One Option Below]

M

~~_____ The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.~~

X The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.]

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;



4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and



3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next IEP meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's IEP team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant N.J.S.A. 18A:46-13.7.

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall annually inform parents of students with disabilities about the Board's Policy regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

New Jersey Department of Education Restraint and Seclusion Guidance for Students with Disabilities – July 10, 2018

Adopted:06/27/18



POLICY

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~~BOARD OF EDUCATION~~

Students

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7243 SUPERVISION OF CONSTRUCTION (M)

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

The **School Business Administrator/Board Secretary and/or Superintendent** shall report periodically to the Board that by his/her personal knowledge the work of the construction contractor and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.

A change order involving additional cost will be submitted by the architect for Board review.

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

N.J.S.A. 18A:18A-16; 18A:18A-43; 18A:18A-44

Adopted: 27 February 2006

Re-adopted: 28 August 2017



POLICY

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~~BOARD OF EDUCATION~~

Property

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8210 SCHOOL YEAR

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

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

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

A school day shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day for Kindergarten in accordance with N.J.A.C. 6A:32-8.3(b).

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

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

The Superintendent shall **Optional**

;

[in consultation with _____]

annually prepare and submit to the Board a school calendar for the next school year no later than May 1. The Board reserves the right to alter the school calendar when: such alteration is feasible and serves the best interests of the students of this district;



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the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of students.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16

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

Adopted: 27 March 2006

Revised: 29 August 2006

Re-adopted: 28 August 2017

Revised: 04 May 2020



8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

M

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

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

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

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

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



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

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

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

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

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

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



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

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

Adopted:06/27/18

Revised: 05/04/20



2430 CO-CURRICULAR ACTIVITIES (M)

M

The Board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

1. To develop useful new capabilities in pupils that can lead to extension of career opportunities;
2. To develop pupil initiative and provide for the exercise of responsibility;
3. To develop leadership capabilities and good organizational skills;
4. To aid pupils in the social skills;
5. To enable pupils to explore a wider range of individual interests than might be available in the regular program.

For purposes of this policy, “extracurricular activities” shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations and intramural and interscholastic sports.



Equal access to school facilities shall be granted to all activities that meet this definition. The Chief School Administrator shall prepare procedures to implement an extracurricular program which shall:

1. Assess the needs and interests of the pupils of this district;
2. Ensure the provision of competent guidance and supervision by staff;
3. Guard against the exploitation of pupils;
4. Provide for a variety of experiences and a diversity of organizational models;
5. Provide for the continuing evaluation of the extracurricular program and staff;
6. Ensure that all extracurricular activities are open to all eligible pupils and that all pupils are fully informed of the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parent(s) or legal guardian(s) and the pupil. Guidance is necessary to encourage nonparticipants, and to prevent the overenthusiastic from emphasizing activities at the cost of their academic performance.

Only persons in the employ of the Board of Education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Chief School Administrator. Fund-raising activities of extracurricular groups must be approved by the Board.



All pupils in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or nonapplicable handicap.

The Board, at its discretion, will permit students who reside in the district and who are not enrolled in the public school to participate in co-curricular activities contingent upon on a space available availability in the activity as currently offered basis. Participants will be permitted only on written application and the applicant's assurances that the students agree to be bound by the policies (including 2436, Activity Participation Fee Program), rules and regulations of the district.

39 U.S.C.A. 1701 et seq.

N.J.S.A. 18A:11-3; 18A:42-2; 18A:42-5

N.J.A.C. 6A:19-6.10

Adopted: 28 November 2005

Re-adopted: 4 January 2017

2431 ATHLETIC COMPETITION (M)

M

The Board of Education recognizes the value of athletic competition as an integral part of the school experience. Sports and other athletic activities provide opportunities to learn the values of competition and good sportsmanship.



For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity in accordance with N.J.A.C. 6A:32-9.1(d) and (e).

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

1. A student in grades 6 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period.

~~Home schooled children in grades K through 8 are eligible to participate in school district sponsored programs of athletic competition of this district.~~

- *The Board, at its discretion, will permit students who reside in the district and who are not enrolled in the public school to participate in athletics contingent upon on a space available availability in the activity as currently offered basis.*



Participants will be permitted only on written application and the applicant's assurances that the students agree to be bound by the policies (including 2436. Activity Participation Fee Program), rules and regulations of the district.

2. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 9 school days in the marking period prior to the student commencing participation in school district sponsored programs of athletic competition.

A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

3. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.]

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad



Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The “medical home” is defined as a health care provider and that provider’s practice site chosen by the student’s parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician’s office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student’s parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student’s HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student’s health record.

Emergency Procedures



Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.



N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; 18A:40-41.11

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; 6A:32-9.1

Adopted:07/27/18

Revised: 11/23/20

7510 USE OF SCHOOL FACILITIES (M)

[See POLICY ALERT No. 196 and 221]

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The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.



The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

~~Number the following uses in the appropriate order~~

- 1 Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
- 2 Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
- 3 Departments and agencies of the municipal government;
- 4 Governmental agencies;
- 5 Community organizations formed for charitable, civic, social, or educational purposes;
- 6 Community church groups;
- 7 Private groups and organizations;
- 8 Community political organizations.

~~Optional~~

~~The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.~~

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions



are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations

Optional

[and use by _____ (list organizations)]

shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member



teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted:



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[See POLICY ALERT Nos. 94, 113, and 222]



0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents (N.J.S.A. 18A:12-2.2); or
2. The member's election or appointment to the office of mayor or member of the governing body of Allamuchy Township (municipality(ies) within district) (N.J.S.A. 18A:12-2.2); or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 (N.J.S.A. 18A:12-2.2); or
4. ~~The member's conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote~~ **falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1; or**
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

~~A member who fails to attend three consecutive~~

Optional

~~{regular}~~

A member who fails to attend three consecutive meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:

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Board Member Resignation and Removal

1. The member's removal was proposed at the immediately previous Board meeting; and



2. Notice of the proposed removal was given to the affected member at least _____ **forty-eight** hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; **18A:12-2.2**; 18A:12-3; 18A:12-29
N.J.S.A. 19:27A-1 et seq.

Adopted:

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[See **POLICY ALERT No. 222**]

0164.6 REMOTE PUBLIC BOARD MEETINGS DURING
A DECLARED EMERGENCY

A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.
2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.

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“Board” or “Board of Education” means a Board of Education or a Board of Trustees of a charter school as defined as a “local public body” or “public body” as per N.J.A.C. 5:39-1.2.

"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific

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public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3

1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.
2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
 - a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.



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3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
 - a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).
 2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
 - a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
 - b. The Board [~~X~~ shall ___ shall not] require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.

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3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
 - a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.
 - b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
 - a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.
 - a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
 - b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.

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6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
 - a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the **Superintendent or designee** ~~(official responsible for creating the meeting agenda)~~ by electronic mail and in written letter form by a reasonable deadline.
 - b. The Board shall [X **accept** not accept] text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
 - c. The Board shall impose a reasonable time limit, where permitted by law, of [three **four** X **five**] minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.
7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.



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- a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
 - b. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.
8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.
- a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
 - b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
 - c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
 - (1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;



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- (2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.
 - (a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.
 - (3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.
 - (a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
9. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence



of satisfactory cybersecurity internal controls through a SOC2 audit report.

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- a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.
- E. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5
- 1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
 - 2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.
 - a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.
 - (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.
 - (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend



public meetings of the Board in-person. The notice must be viewable from the outside.

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3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
 - a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
 - b. Requiring decision during the remote public meeting due to imminent time constraints.
4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.
 - a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.



- b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.

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- c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
 - (1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
- 6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.
- 7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
 - a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
 - b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice



was provided, and that discussion and effectuation of public business shall be limited to only those matters:

- (1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or

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- (2) Requiring decision during the remote public meeting due to imminent time constraints; or
- c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
- (1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
 - (2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
 - (3) The time, place, and manner in which notice of the meeting was provided; and
 - (4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.



8. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.

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Remote Public Board Meetings
During a Declared Emergency

- a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.

F. Executive or Closed Session During Remote Public Meetings

1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
 - a. A separate non-public conference line or e-platform session may be employed for this purpose.
2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.
4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

N.J.A.C. 5:39-1.1 et seq.



Adopted:

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Jan 21
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[See **POLICY ALERT No. 222**]

1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

“Base Hours” means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers’ compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.



“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

“Eligible employee” means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.

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“Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or



- b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious

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health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- (1) Treatment two or more times by a health care provider; or
 - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;
- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health



care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

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

2. Reasons for NJFLA Leave

- a. A staff member may take NJFLA leave to provide care made necessary by reason of:
 - (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
 - (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
 - (3) The serious health condition of a family member of the staff member; or
 - (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department



of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

- (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;

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- (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or
- (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility



- a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.
- b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.

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- c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be

~~{Select one option~~

- ~~_____ the calendar year.~~
- ~~_____ any fixed “leave year,” such as a fiscal year or a year starting on a staff member's “anniversary date”.~~
- ~~_____ the twenty-four month period measured forward from the date any staff member's first leave under NJFLA begins.~~
- X a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA. (Recommended)**

- d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.



- (1) If the Board transitions to another method, the Board is required to give at least sixty days' notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.
- e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
- f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

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- (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.
 - (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.
- b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.



- (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
 - (2) A staff member shall provide the Board with certification pursuant to A.5. below.
- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

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- (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.
 - (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.
 - (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the



commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

- (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
- (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

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- (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;
- (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
 - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an



emergency or other unforeseen
circumstance precludes prior notice;

- (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and
- (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

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- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
 - (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
 - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on



which the intermittent NJFLA leave will be taken; and

- (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.
- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:
 - (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

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- (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;
- (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and



- (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
- d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.
- e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
 - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

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- (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
- (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification



- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
 - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
 - (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.
 - (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.

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- (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported



by certification provided by a health care provider. The certification shall be sufficient if it states:

- (1) The date, if known, on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) The medical facts within the knowledge of the provider of the certification regarding the condition;
- (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;
- (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

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- (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and
 - (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the



Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;

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(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or



- (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
 - f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.
6. Denial or Exemption of NJFLA Leave
- a. Denial of NJFLA Leave
 - (1) The Board may deny NJFLA leave to a staff member if:

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- (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
 - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and



- (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
- (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
- (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

- a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

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- b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable



layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

- a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.
- b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

- (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.
 - (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

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b. Multiple Leaves of Absence

- (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other



leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

- a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
- b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.
- c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

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- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring,



whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

- (1) The written notification may be transmitted to the staff member in electronic form.
- (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

“Covered Employer” means any public or private elementary or secondary school(s) regardless of the number of employees employed.

“Employee” means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Hours of Service” means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

“Parent” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents “in law.”

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“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CFR §825.119.



“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

- (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;
- (2) For the placement of a son or daughter with a staff member for adoption or foster care;
- (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

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- (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.



- b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
- c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

- a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.
- b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.
 - (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
 - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.
 - (3) The Board shall not provide pay for FMLA leave.

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- c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be



~~[Select one option~~

- ~~_____ the calendar year.~~
- ~~_____ a school year.~~
- ~~_____ a staff member's employment anniversary date.~~
- ~~_____ the twelve month period measured forward from when a staff member's first FMLA leave begins.~~
- ☒ a "rolling" twelve month period measured backward from the date a staff member uses any FMLA leave. **(Recommended)**

- d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member's parent with a serious health condition.

4. Types of FMLA leave

- a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

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- b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced



FMLA leave schedule is a FMLA leave schedule that reduces a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.

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- (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
- (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
- (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
- (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.
- (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
 - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

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- (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
- (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.
 - (a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
 - (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

- a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.

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- (1) If thirty days is not practical, a staff member must provide notice “as soon as practicable” which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
- (2) Where it is not possible to give as much as thirty days’ notice, “as soon as practical” ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
- (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
- (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
 - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
- (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

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- (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.
 - (6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
 - b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.
 - (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
 - (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.
6. Outside Employment During FMLA Leave
- a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
 - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.

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- (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. “Instructional Employees” Exceptions for FMLA Leave

- a. “Instructional Employees” are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.
 - (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.
 - (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
- c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.



- d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
 - (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.
- e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.
- f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last three weeks; and
 - (2) A staff member would return to work during the three-week period before the end of the semester.



- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last more than two weeks; and
 - (2) The staff member would return to work during the two week period before the end of the semester.
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.
- i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:
 - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
- j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.
- k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:



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- (1) The Board shall be required to maintain a staff member's group health insurance; and
- (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

- a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
- b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:
 - (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
- c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:
 - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.



9. Verification

- a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.
 - (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.
- b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.
 - (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
 - (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.



- c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

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- (1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
- (2) The approximate date on which the serious health condition commenced, and its probable duration;
- (3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.
 - (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
- (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
- (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;



- (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical

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necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

- (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and
- (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

- d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

- (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and



failure to do so may result in the denial of FMLA leave.

- e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

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- (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
- f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

- a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
 - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
 - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.



b. Denial of Reinstatement

- (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

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- (a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
- (2) The Board may deny job restoration to “key employees”, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.
 - (a) A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.
- (3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.
 - (a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.



- (4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.

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c. Intent to Return to Work

- (1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

- (1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.
- (2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA



- (1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.
 - (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.

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- (b) The poster and the text will be large enough to be easily read and contain fully legible text.
 - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
- (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
- (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

- (1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the



staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

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- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

- (1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

- (1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions



1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

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2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

- (1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)



- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.
- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

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- (3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.



Adopted:

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Every Student Succeeds Act
~~No Child Left Behind Programs~~
Jan 21
M

[See POLICY ALERT Nos. 167, 168, 198 and 222]

2415 **EVERY STUDENT SUCCEEDS ACT** ~~**NO CHILD LEFT BEHIND**~~
PROGRAMS

The ~~No Child Left Behind Act (NCLB) of 2001~~ **Every Student Succeeds Act (ESSA)** is a reauthorization of the Elementary and Secondary Education Act (ESEA)/~~Improving America's Schools Act (IASA) 1994, of 1965~~ that provides providing **Federal** funds to help all New Jersey's school children achieve, ~~at a minimum, proficiency in the State standards.~~ ~~NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology.~~ **The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps.** The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under **the ESSA NCLB** and the district will comply with the requirements of all the programs authorized by **the ESSA NCLB**.

The district may be eligible for several grant programs funded through **the ESSA NCLB**, including, but not limited to, Title I through Title VII. Many of the Titles



of ~~the ESSA NCLB~~ have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual ~~ESSA No Child Left Behind~~ Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and ~~the ESSA NCLB~~ for the district to be considered for funding under ~~the ESSA NCLB~~.

Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

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~~The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:~~

- ~~1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.~~
- ~~2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.~~
- ~~3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on~~



~~preparing, training, and recruiting high-quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.~~

- ~~4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.~~
- ~~5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.~~

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- ~~6. Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.~~
- ~~7. Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.~~
- ~~8. Title VI, Part B addresses the unique needs of rural school districts.~~
- ~~9. Title IX covers the general provisions applicable to some/all of the programs.~~

~~Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are~~



~~founded on research and proven to produce positive results.~~

Title I

The largest Federal program supporting elementary and secondary education is Title I. ~~The ESSA NCLB~~ strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also ~~establishes~~ **requires** minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

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The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a _____ ~~(School-wide or Target Assistance or Public School Choice)~~ Title I program.

☐ ~~School-wide Program~~



~~High-poverty schools (a school with at least those with 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) more students from low-income families) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children in the school. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.~~

X Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

~~Academic Standards, Academic Assessments, and Accountability~~ **New Jersey Department of Education Accountability System**

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The district will comply with the **accountability system requirements established by** ~~of the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education as outlined in Policy 2415.01 - Academic Standards, Academic Assessments, and Accountability in accordance with the NJDOE and NCLB.~~

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and **the ESSA NCLB.**

Staff

The district will comply with the **staff certification requirements of the ESSA and the NJDOE requirements as outlined in Policy 2415.03 – Highly Qualified**



~~Teachers in accordance with the NJDOE and NCLB.~~ In addition, the district will ensure all paraprofessionals meet the requirements as **established required** by **the ESSA NCLB** and as outlined in Policy 4125 – Employment of Support Staff Members.

Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and **the ESSA NCLB**.

Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in **the ESSA NCLB**, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and **the ESSA NCLB**.

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~~No Child Left Behind Programs~~

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover



capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Supplement, Not Supplant

Grant funds provided under Federal programs, including **the ESEA of 1965 as amended by the ESSA** ~~No Child Left Behind funding~~, shall supplement, not supplant **the funds that would, in the absence of such other non-Federal funds, be made that are available to provide programs and services to eligible from State and local sources for the education of students; participating in unless otherwise provided in the grant programs assisted under the ESEA of 1965 as amended by the ESSA.**

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No Child Left Behind Programs

~~State Waiver from Certain Provisions of No Child Left Behind (NCLB)~~

~~The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the school district's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the school district shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.~~

Evaluation



The Superintendent or designee will evaluate the **ESSA** ~~NCLB~~ programs as required by the United States and the New Jersey Departments of Education.

~~No Child Left Behind Act of 2001~~

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:

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Title I – Fiscal Responsibilities
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[See POLICY ALERT Nos. 167 and 222]

2415.02 TITLE I – FISCAL RESPONSIBILITIES

The _____ Board of Education will comply with the requirements of the Elementary and Secondary Education Act (**ESEA**) of 1965 (20 U.S.C. 2701 et seq.) as amended by the **Every Student Succeeds Act (ESSA)** ~~No Child Left Behind Act of 2001~~.

Maintenance of Effort



To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) ESEA~~ as amended by the ~~ESSA No Child Left Behind Act of 2001, §1120A(a)~~, the _____ Board of Education will maintain **either** a combined fiscal effort per student; or aggregate expenditures; of State and local funds with respect to the provision of the free public education ~~by in~~ the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student; or the aggregate expenditures; for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) ESEA~~ as amended by the ~~ESSA No Child Left Behind Act of 2001, §1120A(c)~~, the _____ Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. **The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.**

Comparability of Materials and Supplies

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) ESEA~~ as amended by the ~~ESSA No Child Left Behind Act of 2001, §1120A(c)~~, the _____ Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

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Title I – Fiscal Responsibilities

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.

~~No Child Left Behind Act of 2001, §1120A~~



Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:

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Student Surveys, Analysis, and/or
Evaluations
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M

[See POLICY ALERT Nos. 167 and 222]

2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United



States Department of Education.

Consent

PPRA requires written consent from parents/~~legal guardians~~ **of unemancipated minor students** and students who are eighteen years old or emancipated minor students before **such minor** students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following ~~nine~~ areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.

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Student Surveys, Analysis, and/or
Evaluations

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.

“Opt a Student Out” Notice



The parents **of unemancipated minor students** and **eligible students** who are eighteen years old or emancipated minor students will be provided an opportunity to opt a ~~student~~ out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;
2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

Inspection

The parents **of unemancipated minor students** and **eligible students who are eighteen years old or emancipated minor students**, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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2415.05/page 3 of 3
Student Surveys, Analysis, and/or
Evaluations

The **Superintendent or designee** _____ shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights, and the inspection rights provisions of PPRA and this Policy.



The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”

PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

The Protection of Pupil Rights Amendment (PPRA)

(20 U.S.C. §1232h; 34 CFR Part 98)

~~No Child Left Behind Act of 2001, Title X, Part F, §1061~~

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:

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Every Student Succeeds Act
~~No Child Left Behind~~ Complaints
Jan 21
M

[See POLICY ALERT Nos. 178 and 222]



2415.20 **EVERY STUDENT SUCCEEDS ACT NO CHILD LEFT
BEHIND COMPLAINTS**

~~Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB);~~ **The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA).** Aa Board of Education shall adopt a policy and written procedures **for resolving a written complaint presented by an individual or organization that alleges that offer** ~~parent(s) or legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging violations in the administration of the ESSA NCLB programs as identified by the New Jersey Department of Education (NJDOE).~~

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs **authorized** ~~required~~ by the ~~Elementary and Secondary Education Act ESEA~~ as amended by **the ESSA NCLB**; and/or
2. The NJDOE violated the administration of education programs required by the ~~ESEA Elementary and Secondary Education Act~~ as amended by the **ESSA NCLB**.

Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:

1. **The school district did not engage in consultation that was meaningful and timely;**
2. **The school district did not give due consideration to the views of the nonpublic school officials; or**

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~~No Child Left Behind~~ Complaints



3. **The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.**

A Complaint shall be a written **and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter;** ~~allegation that shall identify the alleged NCLB violation;~~ the facts supporting the alleged violation **as understood by the complainant at the time of submission;** and any supporting documentation.

A Complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the **Allamuchy Township School Principal (district administrator responsible for ESSA NCLB compliance).** ~~The Allamuchy Township School Principal and Superintendent (district administrator responsible for ESSA NCLB compliance)~~ shall be responsible to coordinate the investigation of the Complaint. The **Superintendent (district administrator responsible for ESSA NCLB compliance)** shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation **by the school district,** the complainant **must submit a written complaint** ~~may initiate a Complaint by submitting a written Complaint to the NJDOE to the attention of the Executive County Superintendent for the county where the school district is located.~~ **This process does not apply to alleged violations concerning participation of nonpublic school children.**

The **Executive** County Superintendent will coordinate the investigation of a Complaint. When the investigation is complete, the **Executive** County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the **Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint.** ~~Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint.~~ If the complainant **is not satisfied with the determination that is made by the Executive County Superintendent** ~~does not agree with the NJDOE's decision,~~

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Every Student Succeeds Act
~~No Child Left Behind~~ Complaints



the complainant may **submit a written request for review of that determination to the Assistant Commissioner** ~~appeal to the United States Department of Education Secretary.~~

A ~~€~~complaint alleging the NJDOE violated the administration of a program must be submitted to the **designated** New Jersey Department of Education **Assistant Commissioner** ~~Chief of Staff or the United States Department of Education Secretary.~~ The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue. The **appropriate** NJDOE Office **assigned by the Assistant Commissioner** of Strategic Initiatives and Accountability will coordinate the investigation of a ~~€~~complaint. When the investigation is complete, the **Assistant Commissioner** ~~Chief of Staff~~ will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the **Assistant Commissioner** ~~Chief of Staff~~ **shall will identify and impose the** ~~identify and impose~~ appropriate consequences or corrective actions as required by **statute and/or** regulation to resolve the ~~€~~complaint.

If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the **Secretary of the** United States Department of Education ~~Secretary.~~

To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.

New Jersey Department of Education ~~1/26/07 Memorandum — No Child Left Behind~~ **Elementary and Secondary Education Act (ESEA) Complaint Policy and Procedure**

Adopted:

SUPPORT STAFF MEMBERS
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Employment of Support Staff Members
Jan 21



[See POLICY ALERT Nos. 156, 166, 172, 202, and 222]

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board ~~may will~~ employ substitutes **and/or contract for substitutes** for absent support staff members in order to ensure continuity in a program. **The Board and** will annually approve a list of substitutes and rate of pay **and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members.** ~~The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.~~

~~The Board may use a private contractor to secure a substitute support staff member.~~

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

SUPPORT STAFF MEMBERS

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Employment of Support Staff Members



An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of ~~No Child Left Behind Act of 2001~~, **the Every Student Succeeds Act (ESSA)**, paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must ~~meet~~ **have met** one of the criteria listed above ~~by the end of the 2005-2006 school year~~. The Superintendent **or designee** will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

SUPPORT STAFF MEMBERS

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Employment of Support Staff Members



The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8; 18A:39-19.1

N.J.S.A. 18A:54-20 [**vocational districts**]

Adopted:

STUDENTS
5330.01/page 1 of 2



[See POLICY ALERT Nos. 208 and 222]

5330.01 ADMINISTRATION OF MEDICAL CANNABIS MARIJUANA

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents, ~~guardians~~, and ~~primary~~ **designated caregiver(s)** to administer medical ~~cannabis marijuana~~ to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical ~~cannabis marijuana~~ to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of ~~cannabis~~ pursuant to N.J.S.A. 24:6I-1 et seq. and that the ~~parent or designated caregiver be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq.~~ ~~marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq.~~ The student and the **designated** primary caregiver(s) must complete the registration process to **registration with the Cannabis Regulatory Commission** ~~obtain a Registry Identification Card from the New Jersey Department of Health~~ in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of ~~cannabis marijuana~~ must submit a written request with supporting documentation to the Principal requesting approval to have a **designated** ~~primary~~ caregiver(s) assist in the administration of medical ~~cannabis marijuana~~ to the **qualifying student patient** while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical ~~cannabis marijuana~~ to the qualifying student patient. The medical use of ~~cannabis marijuana~~ by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

STUDENTS



Medical **cannabis marijuana** may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the **designated primary caregiver(s)** in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical **cannabis marijuana** must be in the possession of the **designated primary caregiver(s)** at all times, except during the administration process. The **designated primary caregiver(s)** shall comply with the requirements of the Principal's written approval for the administration of medical **cannabis marijuana** to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

All health records related to the administration of medical **cannabis marijuana** to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of **cannabis marijuana** as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent, ~~guardian~~, or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of **cannabis marijuana** as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22
N.J.S.A. 24:6I-1 et seq.
N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted:



[See POLICY ALERT Nos. 175, 182, 188, 189, 191 and 222]

6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a **for-profit entity that is a** natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.



The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education “Approved In-State Private School for the Disabled.” Chapter 271 also applies to in-State private special education schools, ~~supplemental~~ educational services under **any Federally funded program NCLB**, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.



A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10



Adopted:

PROPERTY
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Lead Testing of Water in Schools
Jan 21
M

[See POLICY ALERT Nos. 214 and 222]

7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i)(j). This **testing lead sampling and analysis** shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt. Within twenty-four hours after the **Board Superintendent** or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This **written** notification shall include: a description of the measures taken by the **Board Superintendent** or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; **any additional remedial action taken or planned by the Board of Education**; the measures taken to ensure that alternate drinking



water has been made available to all students and staff members; **where the water outlet(s) is located**; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. ~~After the initial screening, the Board will conduct these lead screenings every six years and~~

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Lead Testing of Water in Schools

Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)(g)1. and 2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g)(i).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j)(k).

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 6A:26-12.4



Adopted:

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[See POLICY ALERT Nos. 163, 171, 175, 210, and 222]

8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.



A nonadult student may assert rights of access only through his or her parent(s). However, Nothing in this Policy N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

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No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is a publication of the Board of Education that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, **20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act (ESEA) of 1965 No Child Left Behind Act of 2001. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.**

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile



and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

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Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35.



Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

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Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.



In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

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Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records



A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

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Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8

20 U.S.C. §8528



Adopted:

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[See POLICY ALERT Nos. 163 and 222]

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

~~Choose only one of the following alternatives:~~

Option 1

{The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.

However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings **of each for secondary students served by the Board of Education.** Parents(s), legal guardian(s) and/or the adult students may **submit a written request to the Superintendent or designee to opt out of the disclosure of such information for the student in which case the information will not be released without the parent's or adult student's written consent request that such information not be released for the child without the prior written parental, legal guardian and/or adult student approval.**

Parent(s) or legal guardian(s) **of secondary students** and adult students **shall** will be informed annually in writing of their right to request a **secondary** student's excusal from participation in all recruitment activities and/or from a **having their**



child's name, address, and/or telephone listing provided to a military recruiter, an institution of higher education, or a prospective employer listing in the student information directory distributed for recruitment purposes.

The district will give military recruiters the same right of access to secondary students as generally provide to post-secondary institutions and prospective employers.†

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Option 2

~~{The Board of Education will permit access to school students on school premises and access to certain information about individual students for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.~~

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing **at least forty-five** _____ working days before the planned activity and must be approved in advance by the Superintendent **or designee**. The Superintendent **or designee** shall not favor one recruiter over another, but shall not approve an activity that, in the ~~Superintendent's~~ judgment **of the Superintendent or designee**, carries a substantial likelihood of disrupting the educational program of **the school or school** this district.

~~Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the student information directory, compiled in accordance with Policy No. 8330.~~

~~Parent(s) or legal guardian(s) and adult students will be informed annually in writing of their right to request a student's excusal from participation in all recruitment activities and/or from a listing in the student information directory distributed for recruitment purposes.~~



Nothing in this Policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

Elementary and Secondary Education Act of 1965 – §8528

~~No Child Left Behind §9528~~

~~Cross reference: Policy Guide No. 8330~~

Adopted:



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[See POLICY ALERT No. 218 and 222]

R 1642 EARNED SICK LEAVE LAW

A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)

“Act” means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1. through 34:11D-11.

“Benefit year” means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

“Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

“Child” means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

“Civil union” means a civil union as defined in N.J.S.A. 37:1-29.

“Commissioner” means the Commissioner of Labor and Workforce Development.

“Department” means the Department of Labor and Workforce Development.



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“Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

“Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

“Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3.

“Employee” means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

“Employer” means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

“Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.



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“Health care professional” means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.

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“Parent” means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee’s spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee’s spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.

“Retaliatory personnel action” means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee’s family, or any other adverse action against an employee.

“Sibling” means a biological, foster, or adopted sibling of an employee.

“Spouse” means a husband or wife.

B. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.
2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer [~~X~~ will ~~will not~~] provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.
3. The employer [~~will~~ ~~will not~~] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.



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- a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.

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- b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

Select one option below:

☐ **Option 1** - beginning on the 120th calendar day after the employee commences employment.

OR

☒ **Option 2** - _____ days after As employment commences, but no longer than 120 calendar days after employment commences.

4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.
5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.



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6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.

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7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.
8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.
9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.

C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3

1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:
 - a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness,



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injury or other adverse health condition, or for preventive medical care for the employee;

- b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from

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physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

- d. Time during which the employee is not able to work because of:
 - (1) ~~A~~**a** closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official **or because of a state of emergency declared by the Governor of New Jersey**, due to an epidemic or other public health emergency, ~~or because of~~;
 - (2) ~~T~~**the declaration of a state of emergency by the Governor of New Jersey, or the** issuance by a health care provider or the New Jersey Commissioner of Health or other public health authority of a determination that the presence in the



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community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; ~~or~~

- (3) **A state of emergency declared by the Governor of New Jersey, or upon the recommendation, direction, or order of a healthcare provider or the New Jersey Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or**

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- e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.
2. If an employee's need to use earned sick leave is foreseeable, the employer [will ~~X~~ may] require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement.



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- a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.
- c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.

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- d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.



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- e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.
 - f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.
3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

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Option – Must Select One Option Below

4. **[Option 1 - X The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.]**

~~**[Option 2 - ____ The employer will provide an offer to an employee for payment of unused earned sick leave in the final month of the employer's benefit year. The employee shall choose, no later than ten calendar days from the date of the employer's offer, whether to accept a payment or decline a payment. If the employee does not accept the employer's offer within ten calendar days from the date of the employer's offer, the employee is deemed to have declined the employer's offer.]**~~



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- a. ~~If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for fifty percent of the amount of unused earned sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment.~~
- b. ~~If the employee declines a payment for unused earned sick leave, or agrees to a payment for fifty percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to N.J.S.A. 34:11D-2.a. and B.1., B.2., and B.3. above.~~
- c. ~~If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to N.J.S.A. 34:11D-2.a. and B.1, B.2., and B.3. above.}~~

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[Option – Required Only if the Employer Provides an Employee with their Full Complement of Earned Sick Leave for a Benefit Year is Selected in Option B.2. Above.

- 5. If the employer provides an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year as indicated in B.2. above, then the employer shall

Must Select Option 1 Below if Option C.4. – Option 1 Above is Selected.



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Must Select Option 2 Below if Option C.4. = Option 2 Above is Selected.

Option 1 - X permit the employee to carry forward any unused sick leave to the next benefit year.

Option 2 - provide to the employee a payment for the full amount of unused earned sick leave in the final month of the employer's benefit year in accordance with C.4. above. The employer may pay the employee the full amount of unused earned sick leave in the final month of a benefit year pursuant to B.2. above and N.J.S.A. 34:11D-3 only if the employer forgoes, with respect to that employee, the accrual process for earned sick leave during the next benefit year.

6. Unless the employer's policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.
7. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

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D. **Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4 and N.J.S.A. 34:11D-12**

1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints



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alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

- a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.
2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:
 - a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;
 - b. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;
 - c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
 - d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or
 - e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.
3. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly but in good faith alleges violations of the Act.

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4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the "New Jersey State Wage and Hour Law," N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.



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5. **The employer shall not, during the Public Health Emergency and State of Emergency declared by the Governor of New Jersey in Executive Order 103 of 2020 concerning the coronavirus disease 2019 pandemic, terminate or otherwise penalize an employee if the employee requests or takes time off from work based on the written or electronically transmitted recommendation of a medical professional licensed in New Jersey that the employee take that time off for a specified period of time because the employee has, or is likely to have, an infectious disease, as defined in N.J.S.A. 26:13-2, which may infect others at the employee's workplace.**
 - a. **The employer shall not, following that specified period of time as per D.5. above, refuse to reinstate the employee to employment in the position held when the leave commenced with no reduction in seniority, status, employment benefits, pay, or other terms and conditions of employment.**
- E. **Violations; Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5**
1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and

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civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25,



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any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.

F. Retention of Records, Access – N.J.S.A. 34:11D-6

1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.
 - a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.
2. In addition, the penalties provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.

G. Notification to Employees – N.J.S.A. 34:11D-7

1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.

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- a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer's workplaces.
- b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is issued; at the time of the employee's hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
- c. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

H. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8

- 1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:
 - a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;
 - b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;

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- c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or
 - d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.
 - 2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.
 - 3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.
- I. Severability – N.J.S.A. 34:11D-9
- 1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted:



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Jan 21
M

[See POLICY ALERT Nos. 178 and 222]

R 2415.20 **EVERY STUDENT SUCCEEDS ACT NO CHILD
LEFT BEHIND COMPLAINTS**

~~Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB);~~ **The Every Student Succeeds Act (ESSA) requires the a** Board of Education **to shall** adopt a policy and written procedures that offer parent(s) ~~or~~ legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging violations in the administration of the **ESSA** ~~NCLB~~ programs.

- A. Complaint Procedure Alleging ~~a~~ Violation ~~b~~By ~~a~~ School, School District, ~~o~~Or Other Agency Authorized ~~b~~By ~~t~~The School District ~~Or The New Jersey Department Of Education (NJDOE)~~
1. A Complaint is an ~~written~~ allegation **submitted in writing (mail or email) by an individual or organization** that a school, school district, ~~or~~ other agency authorized by the school district, ~~or the NJDOE~~ has violated the law in the administration of education programs required by the **ESSA** ~~NCLB~~ Act.
 2. A Complaint ~~shall~~ **must** identify **at a minimum the following:**
 - a. The alleged **ESSA** ~~NCLB~~ violation;
 - b. **A description of previous steps taken to resolve the matter;**
 - cb. The facts supporting the alleged violation **as understood by the complainant at the time of submission;** and
 - de. Any supporting documentation (e.g., letters, emails, logs, agenda, meeting minutes).



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3. ~~A Complaint may be submitted in writing or electronically. If a Complaint is submitted electronically, a hard copy should also be sent to the NJDOE via regular mail at the address indicated below:~~

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34. A Complaint **must** shall be submitted to the _____ ~~(district administrator responsible for NCLB compliance)~~ Executive County Superintendent for the county where the school, school district, or other authorized agency is located. The Complaint shall be in writing and shall be mailed, hand-delivered, or electronically submitted to the _____ ~~(district administrator responsible for NCLB compliance)~~.

5. The _____ ~~(district administrator responsible for NCLB compliance)~~ shall be responsible to coordinate the investigation of the allegations in the Complaint.

- a. The _____ ~~(district administrator responsible for NCLB compliance)~~ shall acknowledge receipt of the Complaint to the complainant within ten business days of receipt of the Complaint.

- b. The _____ ~~(district administrator responsible for NCLB compliance)~~ may meet with building and district administrative staff, teaching staff, support staff, students, and/or the complainant(s) to determine if a violation of the administration of a NCLB program has occurred.

- c. The _____ ~~(district administrator responsible for NCLB compliance)~~ may request additional information from the complainant regarding the Complaint.

- d. The _____ ~~(district administrator responsible for NCLB compliance)~~ shall submit a written



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~~report regarding the outcome of the investigation to the complainant.~~

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- e. ~~If the outcome of the investigation concludes a violation has occurred, the _____ (district administrator responsible for NCLB compliance) shall identify and impose the appropriate consequences or corrective action to resolve the Complaint.~~
- f. ~~The outcome of the investigation may conclude the Complaint alleges a violation in the administration of a program by the NJDOE and the complainant shall be informed of the NJDOE Complaint Policy and Procedures as outlined in B. below.~~
- 6. ~~If the complainant is not satisfied with the outcome of the investigation, the complainant may initiate a Complaint by submitting a written Complaint to the NJDOE to the attention of the Executive County Superintendent. A list of the County Offices of Education and Executive County Superintendents can be found at <http://www.state.nj.us/njded/regions/> or by calling (609) 292-4469.~~
- 47. When a written Complaint is received by the Executive County Superintendent, the **Executive County Superintendent** ~~appropriate NJDOE personnel~~ will issue a Letter of Acknowledgement to the complainant within ten ~~business~~ **calendar** days of receipt of the Complaint. This letter ~~will~~ **shall** contain the following information:
 - a. The date the Complaint was received;



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- b. A brief statement of the manner in which the **Executive County Superintendent NJDOE** will investigate the ~~E~~complaint;
- c. If necessary, a request for additional information regarding the ~~E~~complaint;
- d. **A resolution date within forty-five calendar days from the date the written complaint was received by the Executive County Superintendent; and**

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- ~~ed.~~ The name and **telephone** ~~phone~~ number of a contact person for status updates, ~~and~~
- e. ~~A tentative resolution date that is sixty days from the date the written Complaint was received by the County Office.~~
 - ~~(1) Based on the facts of the alleged violation, an extension of time may be required to resolve the Complaint. If an extension is required, the appropriate NJDOE personnel will issue a follow-up letter prior to the initial resolution date informing the complainant of the revised timeframe.~~

58. The **Executive** County Superintendent will coordinate the investigation of a ~~E~~complaint.

68. When the investigation is complete, the **Executive** County Superintendent will notify the complainant in writing regarding the outcome of the investigation.

- a9. If the **Executive County Superintendent determines** a violation has occurred, the **Executive County Superintendent will** ~~Assistant Commissioner assigned to oversee the matter shall~~ identify and impose the appropriate consequences or corrective actions as required



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in accordance with statute and/or regulation by
~~regulation~~ to resolve the ~~E~~complaint.

- b10. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent ~~does not agree with the NJDOE's decision~~, the complainant may submit a written request for review of that determination to the Assistant Commissioner, Division of Learning Supports and Specialized Services via email at essa@doe.nj.gov with subject line "ESEA Complaint Decision Review" or via hard copy at the following address ~~appeal to the United States Department of Education Secretary at:~~

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New Jersey Department of Education
Assistant Commissioner
Division of Learning Supports and Specialized Services
P.O. Box 500
Trenton, New Jersey 08625-0500

~~Office of Hearings & Appeals
400 Maryland Avenue, SW
Washington, DC 20202-4611
(202) 619-9700~~

~~or at their website at:~~

~~<http://www.cd-oha.org/index.html>~~

- B. Complaint Procedure Alleging ~~a~~A Violation ~~b~~By ~~t~~The New Jersey Department ~~o~~f Education (NJDOE)
1. A ~~E~~complaint is a written allegation the NJDOE has violated the law in the administration of education programs required by the ~~ESSA NCLB~~.



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2. A ~~Complaint shall~~ **must identify at a minimum the following:**
 - a. The alleged ~~ESSA NCLB~~ violation;
 - b. **A description of previous steps taken to resolve the matter;**
 - cb. The facts supporting the alleged violation **as understood by the complainant at the time of submission;** and
 - de. Any supporting documentation (e.g., letters, emails, logs, agenda, meeting minutes).

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3. To initiate a ~~Complaint~~ alleging the NJDOE has violated the administration of an ~~ESEA NCLB~~ program, a complainant must submit a written ~~Complaint~~ to the New Jersey Department of Education – **Assistant Commissioner, Division of Learning Supports and Specialized Services via email at essa@doe.nj.gov with subject line “ESEA Complaint or via hard copy sent to the following address:** ~~Chief of Staff or the United States Department of Education Secretary at the address indicated below. The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue.~~

New Jersey Department of Education
~~Office of the Chief of Staff~~
Assistant Commissioner
Division of Learning Supports and Specialized Services
P.O. Box 500
Trenton, New Jersey 08625-0500
~~(609) 292-4442~~



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~~U.S. Department of Education
Office of Hearings & Appeals
400 Maryland Avenue, SW
Washington, DC 20202-4611
(202) 619-9700
<http://www.ed-oha.org/index.html>~~

4. When a written ~~E~~complaint is received by the NJDOE, ~~the an~~ **Assistant Commissioner Chief of Staff** will assign the investigation of this ~~E~~complaint to the **appropriate** ~~Office of Strategic Initiatives and Accountability or other designated~~ office. ~~This Office~~ **The NJDOE** will issue a Letter of Acknowledgement to the complainant within ten **calendar** ~~business~~ days of receipt of the ~~E~~complaint. This letter shall contain the following information:
- a. The date the ~~E~~complaint was received;
 - b. A brief statement of the manner in which the ~~Department of Education~~ **NJDOE** will investigate the ~~E~~complaint;
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 - c. If necessary, request for additional information regarding the ~~E~~complaint;
 - d. **A resolution date within forty-five calendar days from the date the complaint was received; and**
 - ed. The name and ~~telephone~~ number of a contact person for status updates, ~~and~~
 - e. ~~A tentative resolution date that is sixty days from the date that the written Complaint was received.~~
 - (1) ~~Based on the facts of the alleged violation, an extension of time may be required to resolve the Complaint. If an extension is required, the appropriate NJDOE personnel will issue a~~



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~~follow-up letter prior to the initial resolution date
informing the complainant of the revised timeframe.~~

5. The NJDOE Office ~~assigned by the Assistant Commissioner of Strategic Initiatives and Accountability will coordinate the investigation of~~ **to investigate** a ~~complaint~~ concerning an alleged violation by the NJDOE **will coordinate the investigation of the complaint.** When the investigation is complete, the ~~Assistant Commissioner Chief of Staff~~ **Assistant Commissioner** will notify the complainant in writing regarding the outcome of the investigation.
- a6. If the NJDOE Office assigned by the Assistant Commissioner of Education determines ~~it is determined~~ a violation by the NJDOE has occurred **after conducting an investigation,** the Assistant Commissioner will **identify and impose appropriate consequences or corrective action in accordance with the statute and/or regulation,** ~~the Chief of Staff shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the~~ ~~complaint.~~

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- b7. If ~~the a~~ complainant is not satisfied with the NJDOE's decision, the complainant may request a review of the NJDOE's decision to the Secretary of the United States Department of Education (USDOE). The complainant may send the request, reasons supporting the request, and a copy of NJDOE's resolution to the following address: ~~does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary at the address above.~~

**Secretary, United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4611**



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New Jersey Department of Education – **Every Student Succeeds Act (ESSA) in New Jersey** 1/26/07 Memorandum – ~~No Child Left Behind~~ ESEA Complaint Policy and Procedures

Adopted:

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Administration of Medical **Cannabis Marijuana**
Jan 21
M

[See **POLICY ALERT Nos. 208 and 222**]

R 5330.01 ADMINISTRATION OF MEDICAL CANNABIS MARIJUANA

A custodial parent, ~~guardian~~, or person having legal custody of a student requesting the administration of medical **cannabis marijuana** to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the procedures and requirements of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Regulation.



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A. Definitions

For the purposes of this Policy and Regulation 5330.01:

- ~~1. “Bona fide physician-patient relationship” means a relationship in which the physician has ongoing responsibility for the assessment, care, and treatment of a qualifying student patient’s debilitating medical condition.~~
- ~~2. “Certification” means a statement signed by a physician with whom a qualifying student patient has a bona fide physician-patient relationship, which attests to the physician’s authorization for the patient to apply for registration for the medical use of marijuana.~~
13. **“Cannabis Marijuana”** has the meaning given to **marijuana** in Section 2 of the “New Jersey Controlled Dangerous Substances Act,” N.J.S.A. 24:21-2.
2. **“Commission”** means the Cannabis Regulatory Commission established pursuant to N.J.S.A. 24:6I-24.
3. **“Designated caregiver(s)”** means a resident of New Jersey who:
 - a. **Is at least eighteen years old;**

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Administration of Medical **Cannabis Marijuana**

- b. **Has agreed to assist with a registered qualifying student patient’s medical use of cannabis, is not currently serving as a designated caregiver(s) for more than one other qualifying patient, and is not the qualifying student patient’s health care practitioner;**
 - c. **Is subject to the provisions of N.J.S.A. 24:6I-4.c.(2), has never been convicted of possession or sale of a**



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controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of N.J.S.A. 24:6I-1 et seq. and was for a violation of Federal law related to possession or sale of cannabis that is authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22 et seq.;

- d. Has registered with the Commission pursuant to N.J.S.A. 24:6I-4 and, except in the case of a designated caregiver(s) who is an immediate family member of the qualified student patient, has satisfied the criminal history background check requirement of N.J.S.A. 24:6I-4; and
 - e. Has been designated as designated caregiver(s) by the qualifying student patient when registering or renewing a registration with the Commission or in other written notification to the Commission.
4. “Health Care Practitioner” means a physician, advanced practice nurse, or physician assistant licensed or certified pursuant to N.J.S.A. 45 who:
- a. Possesses active registrations to prescribe controlled dangerous substances issued by the United States Drug Enforcement Administration and the Division of Consumer Affairs in the Department of Law and Public Safety;

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Administration of Medical Cannabis Marijuana

- b. Is the health care practitioner responsible for the ongoing treatment of a qualifying student patient’s qualifying medical condition, the symptoms of that condition, or the symptoms associated with the treatment of that condition, provided; however, that the



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ongoing treatment shall not be limited to the provision of authorization for a patient to use medical cannabis or consultations solely for that purpose; and

c. If the qualifying student patient is a minor, a pediatric specialist.

45. “Medical use of **cannabis marijuana**” means the acquisition, possession, transport, or use of **cannabis marijuana** or paraphernalia by a registered qualifying student patient as authorized by **N.J.S.A. 24:6I-1 et seq. and N.J.S.A. 18A:40-12.22 et seq.** ~~the New Jersey Compassionate Medical Marijuana Act (Act).~~
56. “Parent” means the custodial parent, ~~guardian,~~ or person who has legal custody of a qualifying student patient who may also be the **designated primary caregiver(s) registered with the Commission and provided a Registry Identification Card** by the New Jersey Department of Health to administer medical **cannabis marijuana** to a student in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-4.
6. ~~“Physician” means a person licensed to practice medicine and surgery pursuant to Title 45 of the Revised Statutes with whom the qualifying student patient has a bona fide physician-patient relationship and who is the primary care physician, hospice physician, or physician responsible for the ongoing treatment of a qualifying student patient’s debilitating medical condition; provided, however, that the ongoing treatment shall not be limited to the provision of authorization for a qualifying student patient to use medical marijuana or consultation solely for that purpose.~~
7. ~~“Primary caregiver” or “caregiver” means a resident of the State who:~~

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Administration of Medical **Cannabis Marijuana**

a. ~~Is at least eighteen years old;~~



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- b. ~~Has agreed to assist with a registered qualifying student patient's medical use of marijuana, is not currently serving as primary caregiver for another qualifying patient, and is not the qualifying student patient's physician;~~
- c. ~~Has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of the Act and was for a violation of Federal law related to possession or sale of marijuana that is authorized under the Act;~~
- d. ~~Has registered with the Department of Health pursuant to N.J.S.A. 24:6I-4 and has satisfied the criminal history record background check requirement of N.J.S.A. 24:6I-4; and~~
- e. ~~Has been designated as primary caregiver on the qualifying student patient's application or renewal for a Registry Identification Card or in other written notification to the Department of Health.~~

87. **"Qualifying student patient" for the purpose of Policy and Regulation 5330.01** means a resident of the State who is a student enrolled and attending school in this school district who has been **authorized for the medical use of cannabis by a health care practitioner** ~~provided with a certification by a physician pursuant to a bona fide physician-patient relationship and has been issued a Registry Identification Card by the New Jersey Department of Health for medical use of marijuana in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-41 et seq.~~

8. **"Registration with the Commission"** means a person has met the qualification requirements for, and has been registered by the Commission as, a registered qualifying patient, designated caregiver(s), or institutional caregiver(s). The Commission shall establish appropriate means for health care practitioners,

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Administration of Medical **Cannabis** ~~Marijuana~~



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health care facilities, medical cannabis dispensaries, law enforcement, schools, facilities providing behavioral health services or services for persons with developmental disabilities, and other appropriate entities to verify an individual's status as a registrant with the Commission.

9. ~~"Qualifying patient" means a resident of the State who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship.~~
10. ~~"Registry Identification Card" means a document issued by the Department of Health that identifies a person as a registered qualifying student patient or primary caregiver.~~
- B. Registration – Qualifying Student Patient and **Designated Primary Caregiver(s)**
1. A qualifying student patient must be authorized to engage in the medical use of **cannabis marijuana** and the **designated primary caregiver(s)** must be authorized to assist the qualifying student patient with the medical use of **cannabis marijuana** pursuant to the provisions of N.J.S.A. 24:6I-1 et seq.
 2. A qualifying student patient and their **designated primary caregiver(s)** must complete the registration process in accordance with the provisions of N.J.S.A. 24:6I-4 and any other requirements of the **Commission New Jersey Department of Health**.
 3. The qualifying student patient's parent shall be responsible to immediately inform the Principal of any change in the status of the student's **registration with the Commission Registry Identification Card** that would deem the **registration with the Commission Registry Identification Card** null and void due to any reason outlined in N.J.S.A. 24:6I-1 et seq.~~4e or for any other reason.~~

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4. The qualifying student patient's **designated primary** caregiver(s) shall be responsible to immediately inform the Principal of any change in the status of any **designated primary** caregiver(s)'s **current registration with the Commission Registry Identification Card** that would deem the **registration with the Commission Registry Identification Card** null and void due to any reason outlined in N.J.S.A. 24:6I-1 et seq. ~~4c or for any other reason.~~
- C. Submission for Authorization for Administration of Medical **Cannabis** ~~Marijuana~~
1. A parent of a qualifying student patient requesting the administration of medical **cannabis marijuana** to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must submit a written request to the Principal with **proof of current registration with the Commission** ~~a copy of a current New Jersey Department of Health Registry Identification Cards~~ for the qualifying student patient and the **designated primary** caregiver(s) and a copy of the **health care provider's** ~~physician's~~ order or prescription indicating dosage information and the method of administration for the medical **cannabis marijuana** to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.
- The Principal may request the parent provide additional documentation from the **health care provider** ~~physician~~ that the medical **cannabis marijuana** must be administered during the time of the day when the student is on school grounds, aboard a school bus, or attending a school-sponsored event and the medical **cannabis marijuana** cannot be administered and/or will not be effective during alternate times when the student is not on school grounds, aboard a school bus, or attending a school-sponsored event.
- a. The parent's written request and all supporting documentation must be submitted to the Principal at least



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five school days before the first day of the requested administration.

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2. The Principal shall review the ~~submitted~~ **proof of current registration with the Commission Registry Identification Cards** and supporting documentation **submitted by the parent** with the school physician, the school nurse, and the Superintendent of Schools.
3. Upon review and approval of the documentation submitted by the parent, the Principal will inform the parent or **designated primary caregiver(s)**, if the parent is not the **designated primary caregiver(s)**, in writing with the following information:
 - a. The location (school, office, etc.) where the **designated primary caregiver(s)** shall report to administer the medical **cannabis marijuana**;
 - b. The school staff member(s) who the **designated primary caregiver(s)** must see to coordinate the administration of medical **cannabis marijuana**;
 - c. The time the **designated primary caregiver(s)** shall report to administer the medical **cannabis marijuana**;
 - d. The specific location where the medical **cannabis marijuana** shall be administered to the student; and
 - e. A copy of Policy and Regulation 5330.01 – Administration of Medical **Cannabis Marijuana**.
4. In the event the Principal, after consultation with the school nurse, school physician, and Superintendent, has a question or concern regarding the **current registration with the Commission Registry Identification Cards** or supporting documentation submitted by the



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parent, the Principal or school physician will contact the parent with the question or concern.

5. The administration of medical **cannabis marijuana** on school grounds, aboard a school bus, or at a school-sponsored event, pursuant to N.J.S.A. 18A:40-12.22, will only be authorized after the approval required by Policy and Regulation 5330.01.

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D. Administration of Medical **Cannabis Marijuana**

1. ~~The m~~Medical **cannabis marijuana** shall only be administered by the **designated primary** caregiver(s) and at the approved location, times, and method as indicated in the parent's request that was approved in writing by the Principal.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.22.b.(5), medical **cannabis marijuana** cannot be administered to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event by smoking or other form of inhalation.
3. ~~The p~~Prescribed medical **cannabis marijuana** must always be in the possession of the **designated primary** caregiver(s) and may not be in the possession of the qualifying student patient at any time on school grounds, aboard a school bus, or at a school-sponsored event.
4. The Principal, after consultation with the school nurse, school physician, and the Superintendent, will determine a specific location for the administration of the medical **cannabis marijuana** to the qualifying student patient.
 - a. The Principal will designate a private area, if possible, for the **designated primary** caregiver(s) to administer the medical **cannabis marijuana** to the qualifying student patient. The amount of privacy provided for the administration will depend on the approved method of



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administration and the designated location. The location may be a nurse's office, a private office, a private restroom facility, or any other location appropriate for the approved method of administration.

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5. The **designated primary** caregiver(s) shall report to the approved location prior to the scheduled time for the administration of medical **cannabis marijuana** to the qualifying student patient. The **designated primary** caregiver(s) must show **the proof of current registration with the Commission Registry Identification Card** and a second form of identification which shall be a photograph identification.
6. The Principal or supervising school staff member of a school-sponsored event may designate a school staff member to escort the **designated primary** caregiver(s) to the qualifying student patient at the designated time to the designated location for the administration.
7. The Principal may designate a school staff member to observe the administration of the medical **cannabis marijuana** on school grounds, aboard a school bus, or at a school-sponsored event.
8. The **designated primary** caregiver(s) shall assist in the administration of medical **cannabis marijuana** to the qualifying student patient in accordance with the method and dosage prescribed by the **health care practitioner physician** and included in the parent's request to the Principal.
9. The qualifying student patient shall return to his/her class or event as soon as possible after the administration.



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10. The **designated primary** caregiver(s) will be escorted outside the school building, away from the school bus, or away from the school-sponsored event, if applicable, by a school staff member after the administration.
 - a. The qualifying student patient and/or **designated primary** caregiver(s) may be asked to remain at the location of the administration by the school staff member in the event the student needs some additional time after the administration and before returning to their class or event.

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Administration of Medical **Cannabis Marijuana**

11. The **designated primary** caregiver(s) shall be responsible for the security of the medical **cannabis marijuana** on school grounds, aboard a school bus, or at a school-sponsored event before, during, and after the administration. At no time shall the qualifying student patient have the medical **cannabis marijuana** in their possession except during the administration process by the **designated primary** caregiver(s).



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Adopted:

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[See **POLICY ALERT No. 222**]

R 7425 LEAD TESTING OF WATER IN SCHOOLS

The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds and shall test the school drinking water quality in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1 and the Planning and Construction Standards for School Facilities, N.J.A.C. 7:10 and N.J.A.C. 6A:26-6.

The school district shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility in accordance with the provisions of N.J.A.C. 6A:26-12.4.

A. Testing of Drinking Water

1. Schedule



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- a. Sampling shall be conducted in accordance with a lead sampling plan, which shall include:
 - (1) A plumbing survey for each facility that identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;
 - (2) The names and responsibilities of all individuals involved in sampling; and
 - (3) The following sampling procedures:
 - (a) Samples shall be taken after water has sat undisturbed in the school pipes for at least eight hours, but no more than forty-eight hours before the sample is taken.
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- (i) 24-hour school facilities shall collect first-draw samples at drinking water outlets following a stagnation time that would likely result in the longest standing time;
 - (b) At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings subject to the sampling shall be restricted to all but authorized staff members;
 - (c) Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and



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- (d) All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.

2. Analysis of Samples

a. Analysis of samples shall be conducted as follows:

- (1) Analysis shall be conducted by a certified laboratory to analyze for lead in drinking water;
- (2) The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act at 40 CFR 141.23(k)(1); and
- (3) Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP), which shall be signed by the Board, the certified laboratory, and the individual responsible for conducting the sampling. The QAPP shall include

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the identification of analytical methods, chain of custody procedures, data validation and reporting processes, detection limits, reporting to three significant figures, field blanks, and quality control measures required by the certified method.

- b. The Superintendent or designee may utilize a technical guidance manual, which will be developed by the New Jersey Department of Education (NJDOE), in consultation with the Department of Environmental Protection (DEP), to assist in the school district's compliance with the sampling and analysis requirements of this Regulation.



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3. Designated Statewide Required Testing

- a. Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets as provided in A.2.a. above in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year:
 - (1) By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets. Sampling shall be prioritized, such that buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead shall be sampled first in accordance with the sampling plan; and
 - (2) The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

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- b. If the Board tests drinking water outlets for lead more frequently than the three-year cycle set forth in A.3.a. above, the notification requirements set forth in B.2.b. below shall apply.
 - (1) If drinking water outlets are tested more frequently in accordance with A.3.b. above, the Board shall make the most recent results for each facility available on the Board's website.



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4. Statement of Assurance

- a. The Board shall submit to the NJDOE by June 30 each year a statement of assurance that lead testing was completed, that notifications were provided, and that alternate drinking water continues to be made available in accordance with N.J.A.C. 6A:26-12.4.

5. Exception from Testing Requirements

- a. The Board may request an exemption from the testing requirements set forth in A.2. above if they can demonstrate that they do not use any drinking water outlets for consumption or food preparation in any of their facilities.
- b. The Board shall submit an application to the NJDOE documenting that no drinking water outlets are used in their facilities and the provisions for an alternative source of drinking water.
- c. If the school district receives an exemption from the NJDOE from testing, the Board shall make available for public inspection at the school facility and on the Board's website, if applicable, confirmation that the school district is exempt from testing.

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- d. No later than June 30 of each Statewide required testing school year set forth in A.3. above, the Board shall either begin testing procedures in accordance with section A.3.a. above or reapply for an exemption under section A.5.

B. Water Testing – Laboratory Results



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1. The Superintendent or designee shall complete a review of final laboratory results within seventy-two hours of receipt.
2. Within twenty-four hours after the Superintendent or designee has reviewed the final laboratory results, the Superintendent or designee shall:
 - a. Make the test results of all water samples publicly available at the school facility in accordance with section B.3. below and make the results from the most recent required Statewide testing available on the Board's website; and
 - b. If any results exceed the permissible lead action level, provide written notification to the parents of all students attending the facility, facility staff, and the Department of Education. This written notification shall be posted on the Board's website and shall include a description of the following:
 - (1) Measures taken by the Board or its designee, to immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level;
 - (2) Any additional remedial actions taken or planned by the Board;
 - (3) The measures taken to ensure that alternate drinking water has been made available to all students and staff members at the school(s) where the water outlet(s) is located; and
 - (4) Information regarding the health effects of lead.
3. Test results of all water samples shall remain publicly available in accordance with the timeline established by the Department of the Treasury in the Records Retention Schedule.

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C. Reimbursement

1. The Board shall be eligible to be reimbursed for the water supply testing and analysis conducted pursuant to section A.3. above after July 1, 2021, as approved by the NJDOE and subject to available funds.
2. To be eligible to receive reimbursement, the Board shall complete and submit to the NJDOE a reimbursement application on a form, or in a format, supplied by the NJDOE.
 - a. The NJDOE will make the reimbursement application available on its website.
3. If the school district conducts additional testing in a year other than the Statewide required testing school year as set forth in A.3. above, the district shall not be eligible for reimbursement.

D. Failure to Comply

1. Failure to comply with any requirement of N.J.A.C. 6A:26-12.4 and Policy and Regulation 7425 may result in any of the following:
 - a. Board's disqualification for reimbursement pursuant to C. above;
 - b. The NJDOE's initiation of an investigation by the Office of Fiscal Accountability and Compliance; and
 - c. The Commissioner's withholding of State aid pursuant to N.J.A.C. 6A:2-1.2.

Adopted:

