

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

MINUTES

REGULAR MEETING

*Tenakill Middle School*

*April 26, 2023 - 7:30 PM*

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The Board meeting was called to order by Ms. Finkelstein at 7:31 PM

The following Board members were present:

Ms. Fanelli (attended remotely via zoom), Ms. Li, Ms. Kwon (arrived 7:34 PM), Ms. Micera, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross, Ms. Finkelstein

The following Board member(s) were absent:

Dr. Puttanniah

Also present:

Mr. McHale and Mr. Villanueva

## NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT - Read by the President:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, district website, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

## PLEDGE OF ALLEGIANCE

## PRINCIPALS' REPORTS

*Ms. Dianne Smith, Principal of Hillside Elementary shared with the Board and the community her report:*

- *Hillside Enrollment is at 625.*
- *Today we recognized the administrative assistants. We are grateful to have such dedicated staff who help to ensure our school is well run.*
- *Last week we held Kindergarten Parent Orientation. We currently have 85 students registered. Of the 85, about 65 of the families attended. Our ELL team will begin screening incoming students on May 2 and 3, and our kindergarten screening will take place on May 9 and 10.*
- *Second grade traveled to Newark Museum last Friday. Students reported enjoying this trip, with a favorite part being writing with a quill.*

- Yesterday our fourth graders traveled to Turtle Back Zoo. The weather was perfect for this outdoor trip!
- Extend our gratitude to the Closter Police in helping with traffic as the students departed and returned during the busiest time of the school day.
- On Friday our third graders will participate in the recorder concert and have plans to travel to Carnegie Hall next month.
- Also on Friday, the winners and the runners up for the Closter Shade Tree Commission, will be honored in the annual tree planting. Parents of the winners were invited to attend this ceremony.
- We completed our monthly security drill with the Closter Police.
- Tomorrow is the last day of our Academic Assistance Program.
- PTO spring fair May 6 and plant sale May 12.
- ELL will hold their Bilingual Parent Night meeting on May 3 at 7pm via Zoom. Invitations were shared with families earlier this week.
- Kindergarten will have a Songfest on May 5.
- Teacher Appreciation week will take place the week of May 8. Special thanks to the KPG and PTO who have both planned lunch and events to recognize our outstanding staff.
- NJSLA test dates will begin in May with fourth grade taking place May 8-12 and third grade on May 16-22.
- Upcoming dates to note:
  - 5/31— Grades K-2 Field Day (1-2 in a.m., K in p.m.), rain date 6/1
  - 6/7- Art Show, 4-6 p.m. gym and hallways
  - 6/7- Grades 3-4 Field Day, a.m., rain date 6/8

Ms. Dianne Smith read Mr. William Tantum's report for Tenakill Middle School:

- Enrollment
  - As of April 26, 2023, Tenakill's student enrollment is 588
- Interim progress reports for trimester 3 will be released May 8
- Security Drill complete for the month
- Infrastructure testing complete
- Spring sports have begun. The boys baseball team is 2-2 and the softball team is 3-0.
- Congratulations to all the winners and runners up in each grade level for the Arbor Day Poster competition this past month sponsored by the Closter Shade Tree Commission. Those winners have their posters hanging in the local Starbucks, and they will participate in the Arbor Day tree planting this Friday.
- Trips:
  - The sixth grade trip to Frost Valley was a success last week. Students had a fantastic experience. Thank you to the teachers and parents who chaperoned.
  - The seventh grade trip to Boston began today at 6:30am. Students arrived safely and have been charged with sending a picture to their parents at each location.
  - The fifth grade trip to liberty science center is next week as is the eighth grade trip to DC.

- The band trip is taking place next month also. They will compete in a competition and then go to great adventure.
- The spring concert is May 9
  - Congratulations to our music teachers for once again receiving the award for one of the Best Communities for Music.
- NJSLA begins May 10 at Tenakill.
- A special shout out to our secretaries, Ms Chow, Ms Oakes, and Ms Hernandez-Ruiz for Administrative Assistant's Day today. They do an outstanding job.
- And soon it will be Teachers Appreciation week so thank you to all our wonderful teachers.

### SUPERINTENDENT'S REPORT

Mr. Vincent McHale, Superintendent of Schools shared with the Board and the community his report:

- The NJDOE has posted the 2021-2022 School Performance Reports on the state website. He posted a link to the reports on the Closter Public Schools website's main page. You may find the link on the right-hand side of the main page, which is listed as the District Performance Report. This link also contains his letter about the School Performance Reports, explaining what's new in this year's reports. He encourages everyone to view the performance reports to learn more about our district and schools.
- He is pleased to report that once again, the National Association of Music Merchants (NAMM) Foundation has named Closter Public Schools one of the "Best Communities for Music Education" for 2023. This award recognized the outstanding efforts of teachers, administrators, parents, students, and community leaders who make music part of a well-rounded education for every child in Closter. He extended a special thank you to Ms. Pidi, Ms. Abbey, and Ms. Riecken for their commitment to helping our students grow as musicians. Congratulations to our student musicians and their parents! Thank you to our Board of Education for your strong commitment to music and the arts, which is essential for developing well-rounded students.
- The Borough of Closter is celebrating Arbor Day on Friday, April 28, 2023, with the help of eighty of our students who participated in the fourth annual Arbor Day Poster Contest. Students at Hillside Elementary School and Tenakill Middle School were invited to create a poster that showed why they thought "Trees are Worth It." The Shade Tree Commission selected a winner and an honorable mention for each grade level. Congratulations to the winners and all who participated in the contest. Arbor Day is an annual holiday focusing on appreciating and planting trees and we thank the Closter Shade Tree Commission for helping us celebrate by planting a tree at each of our schools!
- The New Jersey Student Learning Assessments (NJSLA) for grades 3 through 8 will occur during May 8 – 12 and May 15 – 19. The principals will communicate to parents the specific dates on which their child will be tested. Students in grades 5 and 8 will take the NJSLA Science on May 25 and 26, 2023. We ask parents to ensure that students are well-rested and have had breakfast on the morning of testing. He is confident that our students will do well.
- The Closter PTO has several events coming up:
  - Military Bridge: Friday, April 28, 2023, at 7:00 p.m. at TMS; tickets are only available in advance and can be ordered online at [ClosterPTO.org](http://ClosterPTO.org)
  - The Spring Fair: Saturday, May 6, 2023, from 11:00 a.m. to 4:00 p.m. at TMS
  - The Annual Dinner Dance, Aloha on the Hudson, Friday, May 19, 2023, from 7:00 to 11:00 p.m. at Pier 701 in Piermont, NY; tickets are available online at [ClosterPTO.org](http://ClosterPTO.org) – early bird prices end on May 11, 2023, so buy your tickets early!

- *The public hearing for our 2023-2024 school year budget is being presented this evening. Thank you again to our Business Administrator, Floro Villanueva Jr, his staff, and the Board of Education Finance and Physical Plant Committee for their continued work on preparing a fiscally responsible budget that ensures we maintain the excellence of the Closter Public Schools.*

**SCHOOL YEAR 2023-2024 BUDGET PRESENTATION**

*Mr. Floro M. Villanueva Jr., School Business Administrator, provided a presentation of the SY 2023-2024 budget as approved by the NJDOE County Office.*

- *He thanked the members of the Finance Committee for all their work in the budget development process. He also thanked the Administrators and staff that provided assistance in developing the budget.*
- *He shared the successes of the 22-23 school year and budget implementation, and the goals of the SY 23-24 budget:*
  - *Maintain class sizes*
  - *Maintain fund balance at 2%*
  - *Maintain and invest in technology and infrastructure*
  - *Continue to upgrade facilities using Capital Reserve Fund*
  - *Plan for a September 2023 Referendum*
- *Closter Public Schools saw an increase of \$221,637 in state aid, however, the district is still underfunded based on the school funding formula.*
- *The current expense and capital outlay budget is \$26,826,663*
- *Total district budget including special revenue and repayment of debt is \$27,379,508*
- *The tax levy to support the current expense is \$22,382,979 which is an increase of 4.20%*
- *The budget includes the use of enrollment adjustment, health care cost adjustment and various federal and state grants.*
- *Tax impact of - \$180.03 (tax reduction) for the average home on a school year basis, and on a calendar basis, it equates to a tax reduction of \$247.88, due to the increase of the town's valuation.*

*Ms. Li asked for clarification on the status of state aid, and how we are still considered under funded. Mr. Villanueva responded that it really depends on how much the Governor decides to appropriate for school aid. So almost all districts are still underfunded under S2.*

*Ms. Kwon thanked Mr. Villanueva for his presentation, and the trustees expressed their appreciation for the simplified handout with explanations.*

**BOARD COMMITTEES**

*Ms. Kwon reported that the Finance and Physical Plant Committee met via zoom on Wednesday, April 19th. The committee discussed the timeline for the proposed September 2023 Referendum. Finally, the committee also talked about the 23-24 budget which was presented earlier, and some end of the year financial matters - including end of the year purchases.*

## PUBLIC DISCUSSION ON AGENDA ITEMS

Moved by Ms. Micera ▾ , seconded by Ms. Yeoh ▾ to open the meeting to the public.

*Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. A maximum of 15 minutes for public input is scheduled as per bylaw 0167. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.*

### **No Public Comments**

Moved by Ms. Micera ▾ , seconded by Ms. Salamea-Cross ▾ to resume the regular order of business.

## BOARD OPERATIONS

Moved by Ms. Li ▾ , seconded by Ms. Micera ▾ to approve Motions A and B.

Motion was approved ▾ by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli , Ms. Li, Ms. Kwon, Ms. Micera, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross,  
Ms. Finkelstein

NAYS: None

### A. **APPROVAL - Minutes**

Motion to approve the April 4, 2023, minutes.

### B. **APPROVAL - Use of Facilities for the Closter PTO**

Motion to approve the PTO use of the Tenakill Middle School gym on April 28, 2023, for the Military Bridge Fundraiser and the Tenakill Middle School parking lot on May 6, 2023, for the Spring Fair.

## CURRICULUM AND INSTRUCTION COMMITTEE

*Chairperson: Dr. Puttannah; Members: Ms. Finkelstein, Ms. Wagner, Ms. Yeoh*

Moved by Ms. Wagner ▾ , seconded by Ms. Micera ▾ to approve Motions A - C.

*Mr. McHale had a comment on item A. He thanked the ELL teachers on creating the progress reports that meet the WIDA standards. He also thanked the Curriculum Committee for making suggestions back to the ELL teachers and they were able to make revisions. Mr. McHale thanked Ms. Smith for working with Realtime so we can make those changes in the program and it will be uploaded on there as well. He finished by thanking everyone that was involved.*

*Ms. Yeoh had a question about item C. She asked if the Kindergarten field trip was approved today then would that mean that every grade would have a field trip. Mr. McHale responded by saying yes.*

Motions were approved - by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli , Ms. Li, Ms. Kwon, Ms. Micera, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross,  
Ms. Finkelstein

NAYS: None

A. **APPROVAL - Hillside Elementary School's ESL Progress Report Revisions - 2023-2024 School Year**

Motion to approve the revisions to the Hillside Elementary School's ESL Progress Report to be implemented in the 2023-2024 school year as per Appendix A.

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Laurie Rochlin  
Conference: NJALC Spring Conference - Ready, Set, Reset: Addressing the Heart of the IEP  
Location: Somerville Elks, Bridgewater, NJ  
Date: 4/28/23  
Cost to Board: \$125.00

Staff Member(s): Jennifer Levy  
Conference: NJ ELA Supervisors Group - Spring Meeting  
Location: NJPSA/FEA Conference Center, Monroe, NJ  
Date: 6/1/23  
Cost to Board: \$105.00 (substitute)

Staff Member(s): William Tantum  
Conference: Bias Crime / Incident Training  
Location: Virtual  
Date: 5/12/23  
Cost to Board: \$0

Staff Member(s): Amy Kenny-Whritenour  
Conference: VIA Meeting  
Location: NVCC - Demarest  
Date: 5/2/23  
Cost to Board: \$0

C. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Hillside Elementary School  
Group: Kindergarten  
Month: May 2023  
Destination: Health Barn USA  
Location: Ridgewood, NJ

School: Tenakill Middle School  
Group: Occupational Therapy / Speech Group (5 students)  
Month: May 2023  
Destination: Walking Trip to Closter Plaza  
Location: Closter, NJ

School: Hillside Elementary School  
Group: SGLC / Occupational Therapy / Speech Group (6 students)  
Month: May 2023  
Destination: Walking Trip to Closter Plaza  
Location: Closter, NJ

**FINANCE AND PHYSICAL PLANT COMMITTEE**

*Chairperson: Ms. Kwon; Members: Ms. Finkelstein, Ms. Yeoh*

Moved by Ms. Kwon , seconded by Ms. Micera to approve Motions A - M.

*Ms. Yeoh had a question about item M. She questioned where the lunch tables would be placed and what would be their purpose. Mr. McHale responded by stating that they are for Tenakill Middle School and they are replacing tables that are in front and on the side of the building which needed replacement because they are not in good condition.*

*Mr. McHale made a request on Item I. He wants to change the wording of the motion to reflect "to a maximum of \$25,000."*

*Ms. Li asked about the modular units and if they are to start in SY 2023-2024. Mr. Villanueva responded by stating that we need to purchase the modular unit first. Ms. Kwon then asked if it would take a full year. Mr. Villanueva responded by saying it would take 7-8 months before it is completed and delivered. Ms. Li also asked if it needs any foundation. Mr. Villanueva responded by saying it will definitely need foundation and how it's going to be another wing at Hillside. Ms. Li followed up her question as to whether there will be ducts going in for air. Mr. Villanueva responded by saying yes it will need a functioning HVAC including electrical and plumbing as well. Finally, Ms. Li asked if the work should start before the modular units are delivered. Mr. McHale responded by saying that before the modular units get here, they will do whatever preparation we will need to do.*

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli , Ms. Li, Ms. Kwon, Ms. Micera, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross,  
Ms. Finkelstein

NAYS: None

A. **APPROVAL - Monthly Financials and Certification**

Motion to approve the following items as required, pursuant to NJSA 18A:17-9 and NJAC 6:20-2.13, as per Appendix B attached:

- a. Board Secretary and School Treasurer Financial Reports for March, 2023.
- b. Board of Education’s Monthly Certification of Budgetary Major Account /Fund status for March 2023.
- c. Transfer of funds for March 2023.

B. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from April 5, 2023 to April 24, 2023, in the amount of:

General Fund (Fund 10)	\$897,266.15
Special Revenue (Fund 20)	\$ 21,377.19
NJ Dept of Labor & Workforce	\$ 1,642.05
Total	\$920,285.39

C. **APPROVAL - School Year 2023 - 2024 District Budget**

BE IT RESOLVED, that the Closter Board of Education, County of Bergen, approves the 2023-2024 school year budget as follows:

	<b><i>Budget</i></b>	<b><i>Local Tax Levy</i></b>
General Current Expense (Fund 11)	\$ 25,156,722	\$ 22,382,979
Capital Outlay (Fund 12)	\$ 1,669,941	
<b>GENERAL FUND TOTAL</b>	<b>\$ 26,826,663</b>	<b>\$ 22,382,979</b>
Special Revenue Fund (Fund 20)	\$ 276,500	\$ 0
Debt Service Fund (Fund 40)	\$ 276,345	\$ 276,345



<b>Total Base Budget</b>	<b>\$ 27,379,508</b>	<b>\$ 22,659,324</b>
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And

BE IT FURTHER RESOLVED that the General Fund tax levy of **\$22,382,979** is approved to support Current General Expense that includes the use of **\$107,946** Enrollment Adjustment and **\$362,511** Health Care Costs Adjustment. The total budget tax levy including Debt Service Fund is **\$ 22,659,324**.

And

BE IT FURTHER RESOLVED that the Closter Board of Education accepts the State School Aid for the 2023-24 school year as follows:

Transportation Aid	93,632
Special Education Aid	1,277,579
Security Aid	91,347
Less: SDA Assessment	<u>-14,941</u>
<b>Total Aid</b>	<b>\$ 1,447,617</b>

**D. APPROVAL - SY 2023-2024 Budget – Adjustment for Health Care Costs**

BE IT RESOLVED that the Closter Board of Education approves the use of adjustment for increase in health care costs permitting the tax levy to increase above 2% in the amount of **\$362,511**. The adjustment will be used to support the rising cost of health benefits for eligible district staff.

**E. APPROVAL - SY 2023-2024 Budget – Use of Enrollment Adjustment**

BE IT RESOLVED that the Closter Board of Education approves the use of enrollment adjustment permitting the tax levy to increase above 2% in the amount of **\$107,946**. The adjustment is to help support additional staff needed due to increased enrollment as well as the increase in transportation costs.

BE IT FURTHER RESOLVED that the needs identified in the use of Enrollment Adjustment must be completed by the end of the 2023-24 budget year and will not be deferred or incrementally completed over a longer period of time.

**F. APPROVAL - Capital Reserve Withdrawal (Other Capital Projects) for SY 2023-2024**

BE IT RESOLVED, that the Closter Board of Education, County of Bergen, includes in the general fund appropriations, budget line 620, a withdrawal in the amount of **\$1,625,000** from the Board of Education's approved **Capital Reserve Account** to fund Other Capital Projects:

**Hillside Elementary School**

- Modular classroom spaces - \$1,500,000

## Tenakill Middle School

- Network infrastructure replacements - \$125,000

The total cost of the projects represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner of Education as necessary to achieve the New Jersey Student Learning Standards. Any funds withdrawn from Capital Reserve and unspent by the end of the school year shall be returned to the Capital Reserve fund.

G. **APPROVAL - Maintenance Reserve Withdrawal for SY 2023-2024 Budget**

BE IT RESOLVED that as per N.J.A.C 6A:23A-14.2(d), the Closter Board of Education withdraws **\$100,000** from the Board of Education's approved **Maintenance Reserve Account** for use on required maintenance activities for a school facility as reported in the Comprehensive Maintenance Plan pursuant to N.J.A.C 6A:26-20.5.

H. **APPROVAL - Landscape & Lawn Maintenance Contract**

Motion to approve the contract with Lupardi, the lowest and responsive quote for the spring landscape and lawn maintenance services in the amount of \$4,585, and an additional \$3,505 for the Hillside Elementary School field maintenance.

I. **APPROVAL - Additional Evaluation Services with Region III**

Motion to retroactively approve the additional evaluation services with NVRHS - Region III Council for Special Education, for a maximum amount of \$25,000, for SY 2022-2023.

J. **APPROVAL - Purchase of LinkIt!**

Motion to approve the purchase of LinkIt! - Assessment Management and Analytics Platform in the amount of \$18,423.

K. **APPROVAL - CISCO Smartnet Renewal from Dyntek Services, Inc.**

Motion to approve the renewal of CISCO Smartnet Services from Dyntek Services, Inc. in the amount of \$16,312.49 under NJ State Contract: NJ Cisco NVP AR3227 PA#21-TELE-01506.

L. **APPROVAL - Purchase of Lunch Tables**

Motion to approve the purchase of 14 lunch tables (7 for each school) from Sico America Inc., % Lee Distributors through the NJ ESCNJ Bid #22/23-08 CO-OP#65MCESSCCPS in the amount of \$34,320.72.

M. **APPROVAL - Purchase of Outdoor Metal Tables**

Motion to approve the purchase of four (4) outdoor metal tables for Tenakill Middle School from Tanner North Jersey (TNJ) through the Ed Data Bid #11762 in the amount of \$6,901.20.

**PERSONNEL AND MANAGEMENT COMMITTEE**

Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Finkelstein, Ms. Micera

Moved by Ms. Salamea-Cross , seconded by Ms. Micera to approve Motions A - L.

*Mr. McHale commented on item A. He shared that it is with regret that we received his letter of resignation. Mr. McHale then shared Mr. Camillieri's letter of resignation. He wished him the best in his retirement as well as health and happiness.*

*Mr. McHale also wished the staff on motions B and C the best of luck.*

*Ms. Li asked if there was a replacement for Mr. Camillieri. Mr. McHale responded by saying that we technically cannot conduct interviews and post the job as his retirement has not been approved by the board, but once it does happen, we will get started on the process.*

*Ms. Kwon clarified if she can assume the same with item E. Mr. McHale responded by saying that item E is a discretionary leave as she gave birth to her daughter and will take a leave for the year, but then will return the following year. The position will be posted and the district will be searching for long term leave replacements for next year.*

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli , Ms. Li, Ms. Kwon, Ms. Micera, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross,  
Ms. Finkelstein

NAYS: None

A. **APPROVAL - Retirement of Carmelo J. Camillieri, Middle School Teacher**

Motion to approve, with regrets, the retirement of Carmelo J. Camillieri, Middle School Teacher, as of June 30, 2023.

B. **APPROVAL - Resignation of Margaret Johnston, Certified Occupational Therapist Assistant**

Motion to approve, with regrets, the resignation of Margaret Johnston, COTA, as of June 30, 2023.

C. **APPROVAL - Resignation of Sarit Yang, Paraprofessional**

Motion to approve, with regrets, the resignation of Sarit Yang, TMS paraprofessional, as of June 30, 2023.

D. **APPROVAL - Joseph Cafaro as Part-Time School Psychologist**

Motion to approve Joseph Cafaro as part-time School Psychologist providing 75 hours of counseling, for the remainder of the 2022-2023 school year at the hourly rate of MA 60 Step 17, or \$76.61, based on a salary of \$111,084.

- E. **APPROVAL - Discretionary Leave of Absence - Kate DeRosa**  
 Motion to approve a discretionary leave of absence for Kate DeRosa, Special Education Teacher at Hillside Elementary School, for the 2023-2024 school year, with an anticipated return date of September 1, 2024.
- F. **APPROVAL - Discretionary Leave of Absence - Katrina Vastano**  
 Motion to approve a discretionary leave of absence for Katrina Vastano, Grade 1 Teacher, for the 2023-2024 school year, with an anticipated return date of September 1, 2024.
- G. **APPROVAL - Rescindment of Offer of Employment for Robert Petrocelli as Hillside School Paraprofessional**  
 Motion to rescind the offer of employment for Robert Petrocelli as HES paraprofessional for the 2022-2023 school year.
- H. **APPROVAL - Jennifer Gismondi as Hillside Elementary School Paraprofessional**  
 Motion to approve Jennifer Gismondi as Hillside Elementary School paraprofessional for the 2022-2023 school year at a salary of \$19.23 per hour, 5.75 hours per day, pending criminal history background check.
- I. **APPROVAL - Kate Weisenseel - CRRSA/ESSER II Grant Salary Allocation**  
 Motion to revise the approved grant salary allocation, from August 11, 2022, for Kate Weisenseel, School Counselor at Tenakill Middle School, from CRRSA/ESSER II grant as follows:
- |                         |                  |
|-------------------------|------------------|
| 20-483-218-104-060-00-0 | \$ 69,552 (100%) |
|-------------------------|------------------|
- J. **APPROVAL - Staff Working on District Curriculum Revisions**  
 Motion to approve the following teaching staff to work on various curriculum revisions at a rate of \$250.00 per curriculum:
- Hillside Elementary School
    - Jodi Belnick
    - Sofia Capparelli
    - Charlene Gerbig
    - Joanne Iyo
    - Silvia Jost
    - Elizabeth Klink
    - Katie Lee
    - Alyssa Levy
    - Mary Jo Martino
    - Sarah Menchise
    - Grace Park
    - Claire Pidi
    - Catherine Ricca
    - Kerry Sidrow

- Kristin Talty
- Tenakill Middle School
  - Rachel Fineman
  - Anna Haarmann
  - Min Jeong Kim
  - Amy Kenny-Whritenour
  - Julia Leibowitz
  - Scott Lewis
  - Brianna McSweeney
  - Shireen Moidu

K. **APPROVAL - Students of Northern Valley Regional High School at Demarest - Senior Service Workplace Learning Experience**

Motion to approve students to participate in workplace learning experience, as per Appendix C.

L. **APPROVAL - Noah Panagia as Substitute Teacher for the 2022-2023 School Year**

Motion to approve Noah Panagia as substitute teacher for the 2022-2023 school year.

**POLICY COMMITTEE**

*Chairperson: Ms. Fanelli; Members: Ms. Finkelstein, Ms. Li, Ms. Micera*

Moved by Ms. Fanelli , seconded by Ms. Wagner to approve Motions A and B.

*Mr. McHale clarified that most of the policy changes were mandated within the state legislation and many of them are minor language changes. Item B, the abolishment of policy 9100 was incorporated into another policy. Regulation 9140 Citizens Advisory Committee was previously a regulation but was moved to be a policy. The Citizens Advisory Committee is an ad-hoc committee and is an option for the Board to appoint a Citizens Advisory Committee to look into specific topics.*

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli , Ms. Li, Ms. Kwon, Ms. Micera, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross,  
Ms. Finkelstein

NAYS: None

A. **APPROVAL - First Reading of Policies and Regulations**

Motion to approve the first reading of the following policies and regulations, as per Appendix D:

- Policy 0144 Board Member Orientation and Training
- Policy 2520 Instructional Supplies
- Policy 3217 Use of Corporal Punishment
- Policy 4217 Use of Corporal Punishment
- Policy 5305 Health Services Personnel
- Policy 5308 Student Health Records
- Policy 5310 Health Services
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures
- Policy 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs
- Policy 6115.04 Federal Funds – Duplication of Benefits
- Policy 6311 Contracts for Goods or Services Funded by Federal Grants
- Policy 7440 School District Security
- Policy 9140 Citizens Advisory Committees
- Regulation 2520 Instructional Supplies
- Regulation 5308 Student Health Records
- Regulation 5310 Health Services

B. **APPROVAL - Abolishment of the following Policies and Regulations**

Motion to approve the abolishment of the following policies and regulations:

- Policy 9100 Public Relations
- Regulation 9140 Citizens Advisory Committee

**OLD/NEW BUSINESS**

*Mr. Villanueva reminded the trustees to respond to his email regarding the NJ School Boards Conference participation, and for the trustees to complete the CSA evaluation training.*

*Mr. McHale shared his proposal to the trustees on moving the last day for students to June 16th, Friday, if the built-in emergency day will not be utilized by the end of the month.*

*Ms. Li commented on the Frost Valley trip and how it was very fun and successful. She thanked Mr. Sidrow, Mr. McElroy, and Mr. Rota for their support to the students throughout the whole trip. She shared her experiences and recommendations for improvement.*

*Ms. Yeoh asked if school ended on the 16th, would the 14th still be a half day as it is already one for the 8th graders. Mr. McHale responded by saying that we would leave the half days on Thursday and Friday since we are getting out a day earlier and not coming back the following week.*

**PUBLIC DISCUSSION**

Moved by Ms. Micera ▾ , seconded by Ms. Salamea-Cross ▾ to open the meeting to public discussion.

**No Public Comments**



# HILLSIDE ELEMENTARY SCHOOL

340 Homans Ave, Closter, NJ 07624 | (201) 768-3860

## English as a Second Language (ESL) Progress Report

Student:

Grade:

School Year:

ESL Teacher:

ELP Level	Description of Proficiency Level
<input type="checkbox"/> 6 - Reaching	Knows and uses social and academic language at the highest level measured by WIDA standards
<input type="checkbox"/> 5 - Bridging	Knows and uses social English and academic language working with grade-level material
<input type="checkbox"/> 4 - Expanding	Knows and uses social English and some technical academic language
<input type="checkbox"/> 3 - Developing	Knows and uses social English and some specific academic language with visual and graphic support
<input type="checkbox"/> 2 - Beginning	Knows and uses some social English and general academic language with visual and graphic support
<input type="checkbox"/> 1 - Entering	Knows and uses minimal social language and minimal academic language with visual and graphic support

Language Domains	MP1	MP2	MP3
Listening			
Speaking			
Reading			
Writing			

\*Evaluation key: E= Exceeds expectation; M = Meets; P = Progressing; N/A = Not assessed at this time

Teacher Comments	
MP1	
MP2	
MP3	





# WIDA® Consortium Performance Definitions for the Levels of English Language Proficiency in Grades K-12

At the given level of English language proficiency, English language learners will process, understand, produce, or use:

<b>6</b> <b>Reaching</b>	<ul style="list-style-type: none"> <li>• specialized or technical language reflective of the content areas at grade level</li> <li>• a variety of sentence lengths of varying linguistic complexity in extended oral or written discourse as required by the specified grade level</li> <li>• oral or written communication in English comparable to English-proficient peers</li> </ul>
<b>5</b> <b>Bridging</b>	<ul style="list-style-type: none"> <li>• specialized or technical language of the content areas</li> <li>• a variety of sentence lengths of varying linguistic complexity in extended oral or written discourse, including stories, essays, or reports</li> <li>• oral or written language approaching comparability to that of English-proficient peers when presented with grade-level material</li> </ul>
<b>4</b> <b>Expanding</b>	<ul style="list-style-type: none"> <li>• specific and some technical language of the content areas</li> <li>• a variety of sentence lengths of varying linguistic complexity in oral discourse or multiple, related sentences, or paragraphs</li> <li>• oral or written language with minimal phonological, syntactic, or semantic errors that do not impede the overall meaning of the communication when presented with oral or written connected discourse with sensory, graphic, or interactive support</li> </ul>
<b>3</b> <b>Developing</b>	<ul style="list-style-type: none"> <li>• general and some specific language of the content areas</li> <li>• expanded sentences in oral interaction or written paragraphs</li> <li>• oral or written language with phonological, syntactic, or semantic errors that may impede the communication, but retain much of its meaning, when presented with oral or written, narrative, or expository descriptions with sensory, graphic, or interactive support</li> </ul>
<b>2</b> <b>Beginning</b>	<ul style="list-style-type: none"> <li>• general language related to the content areas</li> <li>• phrases or short sentences</li> <li>• oral or written language with phonological, syntactic, or semantic errors that often impede the meaning of the communication when presented with one- to multiple-step commands, directions, questions, or a series of statements with sensory, graphic, or interactive support</li> </ul>
<b>1</b> <b>Entering</b>	<ul style="list-style-type: none"> <li>• pictorial or graphic representation of the language of the content areas</li> <li>• words, phrases, or chunks of language when presented with one-step commands, directions, WH-, choice, or yes/no questions, or statements with sensory, graphic, or interactive support</li> <li>• oral language with phonological, syntactic, or semantic errors that often impede meaning when presented with basic oral commands, direct questions, or simple statements with sensory, graphic, or interactive support</li> </ul>



# Board of Education's Monthly Certification Of Budgetary Major Account/Fund Status

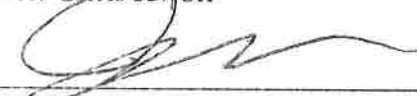
Pursuant to N.J.A.C. 6A:23-2.11 (c) (4), we certify that as of **March 2023** after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11 (b) (c) (4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Signed,  
All attendant Board of Education Members


  
Ms. Melody Finkelstein  
Date 4/26/23

  
Ms. Magaly Salamea-Cross  
Date 4/26/23

Ms. Liz Fanelli  
  
Date 4/26/23

Ms. Chris Kwon  
  
Date 4/26/23

Ms. Jia Dee Li  
  
Date 04/26/23

Ms. Janine Micera  
  
Date

Dr. Lukshmi Puttanniah  
  
Date 4/26/23

Ms. Sheryl Wagner  
  
Date 4/26/23

Ms. Janice Yeoh  
  
Date



REPORT OF THE TREASURER OF SCHOOL MONIES  
TO THE CLUSTER BOARD OF EDUCATION

All Funds for the Month Ending: March, 2023

FUNDS	Beginning Cash	Cash Receipts	Cash Disbursements	(1)+(2)-(3)
	Balance Column1	This Month Column2	This Month Column3	Ending Cash Balance Column4
<b>GOVERNMENTAL FUNDS:</b>				
General Fund - FUND 10	\$ 3,721,992.93	\$ 2,068,049.94	\$ 2,416,854.90	\$ 3,373,187.97
Compensating Balance	\$ 1,106,000.00	\$ -	\$ -	\$ 1,106,000.00
Capital Reserve	\$ 5,316,631.12	\$ -	\$ -	\$ 5,316,631.12
Emergency Reserve	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
Special Revenue - FUND 20	\$ 274,345.68	\$ 22,781.00	\$ 97,533.61	\$ 199,593.07
Capital Projects - FUND 30	\$ -	\$ -	\$ -	\$ -
Debt Service - FUND 40	\$ -	\$ -	\$ -	\$ -
Maintenance Reserve	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
<b>TOTAL GOVERNMENTAL FUNDS 10-40</b>	<b>\$ 10,968,969.73</b>	<b>\$ 2,090,830.94</b>	<b>\$ 2,514,388.51</b>	<b>\$ 10,545,412.16</b>
ENTERPRISE (MILK) FUND 60	\$ 7,035.34	\$ 453.87	\$ 650.16	\$ 6,839.05
<b>TRUST and AGENCY FUNDS:</b>				
Payroll - FUND 90	\$ -	\$ 815,501.85	\$ 815,501.85	\$ -
Payroll Agency - FUND 90	\$ 4,039.68	\$ 1,688.97	\$ -	\$ 5,728.65
Unemployment Insurance Trust - FUND 63	\$ 232,466.76	\$ 6,303.96	\$ -	\$ 238,770.72
Tenakill Laptop Account - FUND 61	\$ 17,670.00	\$ 30.00	\$ -	\$ 17,700.00
<b>TOTAL TRUST AND AGENCY FUNDS</b>	<b>\$ 254,176.44</b>	<b>\$ 823,524.78</b>	<b>\$ 815,501.85</b>	<b>\$ 262,199.37</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 11,223,146.17</b>	<b>\$ 2,914,355.72</b>	<b>\$ 3,329,890.36</b>	<b>\$ 10,814,450.58</b>

Prepared and Submitted by

*Norma T. Kettler* 04/17/23  
 Norma T. Kettler  
 Treasurer of School Monies  
 Date



GENERAL FUND

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK		
102-106	CASH EQUIVALENTS	\$4,479,187.97	
108	IMPACT AID RESERVE GENERAL	\$ .00	
109	IMPACT AID RESERVE CAPITAL	\$ .00	
111	INVESTMENTS	\$ .00	
116	CAPITAL RESERVE ACCOUNT	\$ .00	
117	MAINTENANCE RESERVE INVESTMENT ACCOUNT	\$5,316,631.12	
118	EMERGENCY RESERVE	\$300,000.00	
121	TAX LEVY RECEIVABLE	\$250,000.00	
		\$5,370,188.93	

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$ .00	
140	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE	\$ .00	
141	INTERGOVERNMENTAL-STATE	\$482,119.00	
142	INTERGOVERNMENTAL-FEDERAL	\$ .00	
143	INTERGOVERNMENTAL-OTHER	\$ .00	
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$ .00	( \$ .00 )
		\$482,119.00	

LOANS RECEIVABLE:

131	INTERFUND	\$ .00	
151, 152	OTHER - NET OF EST. UNCOLLECTIBLE OF	\$ .00	( \$ .00 )
181,	PREPAID EXPENSES	\$ .00	
192	DEFERRED EXPENDITURES	\$ .00	
	OTHER CURRENT ASSETS	\$ .00	

RESOURCES:

301	ESTIMATED REVENUES	\$22,973,819.00	
302	LESS REVENUES	( \$23,322,221.21 )	
		( \$348,402.21- )	

TOTAL ASSETS AND RESOURCES

\$15,849,724.81

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$ .00
402	INTERFUND ACCOUNTS PAYABLE	\$ .00
421	ACCOUNTS PAYABLE	\$ .00
431	CONTRACTS PAYABLE	\$ .00
451	LOANS PAYABLE	\$ .00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$ .00
461	ACCRUED SALARIES AND BENEFITS	\$ .00
481	DEFERRED REVENUE	\$ .00
580	UNEMPLOYMENT TRUST	\$ .00





March 31, 2023 (Fri)  
Budget Year: 2023

Cluster Board of Education  
Board Secretary Report  
GENERAL FUND - Fund 10  
Interim Balance Sheet  
March 2023

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(2023/04/18 - Tue-03:11pm)

OTHER CURRENT LIABILITIES

\$ .00

TOTAL LIABILITIES

\$ .00



753	FUND BALANCE:				
754	APPROPRIATED:				\$7,629,764.26
	RESERVE FOR ENCUMBRANCES - CURRENT YEAR				\$3,887.75
	RESERVE FOR ENCUMBRANCES - PRIOR YEAR				
	RESERVED FUND BALANCE FOR WAIVER OFFSET RSV				
768	WAIVER OFFSET RESERVE - CURRENT YEAR		\$20,514.00		
609	INCREASE IN WAIVER OFFSET RESERVE		\$0.00		
314	WITHDRAWAL FROM WAIVER OFFSET RESERVE		\$0.00		
	RESERVED FUND BALANCE:				
755	BUS ADVERTISING RESERVE		\$20,514.00		
610	ADD: INCREASE IN BUS ADV RESERVE FOR F		\$0.00		
315	LESS: BUDGETED W/D FROM BUS ADV FUEL CO		( \$0.00 )		
756	FEDERAL IMPACT AID RESERVE GENERAL - JULY		\$20,514.00		
611	ADD: INCREASE IN FEDERAL IMPACT AID RE		\$0.00		
318	LESS: W/D FROM FEDERAL IMPACT AID RESER		( \$0.00 )		
757	FEDERAL IMPACT AID RESERVE CAPITAL - JULY		\$0.00		
612	ADD: INCREASE IN FEDERAL IMPACT AID RE		\$0.00		
319	LESS: W/D FROM FEDERAL IMPACT AID RESER		( \$0.00 )		
764	MAINTENANCE RESERVE ACCOUNT - JULY 1, 2022		\$400,000.00		
606	ADD: INTEREST EARNED ON MAINTENANCE RE		\$150.00		
310	LESS: BUDGETED W/D FROM MAINT. RESERVE		( \$100,000.00 )		
765	TUITION RESERVE ACCOUNT		\$0.00		
761	CAPITAL RESERVE ACCOUNT - JULY 1, 2022		\$5,316,631.12		
604	ADD: INCREASE IN CAPITAL RESERVE		\$850.00		
605	ADD: INCREASE IN SALE/LEASE RESERVE		\$0.00		
307	LESS: BUDG. W/D FROM CAPITAL RESERVE-ELI		( \$0.00 )		
309	LESS: BUDG. W/D FROM CAPITAL RESERVE-EXC		( \$570,000.00 )		
766	CURR. EXP. EMERGENCY RESERVE - JULY 1, 2022		\$250,000.00		
607	ADD: INCR. IN CURR. EXP. EMERG. RESERVE		\$0.00		
312	LESS: W/D FROM CURR. EXP. EMERG. RESERVE		( \$0.00 )		
762	ADULT EDUCATION PROGRAMS		\$250,000.00		
769	UNEMPLOYMENT FUND		\$0.00		
750,751,752	RESERVED FUND BALANCE		\$0.00		
76X	OTHER RESERVES		\$500,000.00		
601	APPROPRIATIONS		\$0.00		
602	LESS: EXPENDITURES		\$0.00		
603	ENCUMBRANCES		\$0.00		
			\$25,222,457.11		
		\$16,056,585.38			
		\$7,633,652.01	( \$23,690,237.39 )		
	TOTAL APPROPRIATED				\$14,984,016.85
	UNAPPROPRIATED:				
770	FUND BALANCE, JULY 1, 2022				\$1,554,806.96
771	FUND BALANCE -DESIGNATED				\$500,000.00
772	FUND BALANCE -UNDESIGNATED				\$0.00
303	BUDGETED FUND BALANCE				( \$1,189,099.00 )
311	BUDGT. WITHDR. FM TUITION RESERVE-ADJUST/SU				( \$0.00 )
320	BUDGT. WITHDR. FROM UNEMPLOYMENT FUND BALAN				( \$0.00 )
	TOTAL FUND BALANCE				\$15,849,724.81



TOTAL LIABILITIES AND FUND EQUITY

\$15,849,724.81

RECAPITULATION OF FUND BALANCE:  
 APPROPRIATIONS  
 REVENUES  
 SUB TOTAL  
 CHANGE IN RESERVE ACCOUNTS:  
 PLUS - INCREASE IN RESERVE  
 LESS - WITHDRAW FROM RESERVE  
 SUB TOTAL  
 LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE  
 BUDGETED FUND BALANCE

Budgeted	Actual	Variance
\$25,222,457.11	\$23,690,237.39	\$1,532,219.72
( \$22,973,819.00 )	( \$23,322,221.21 )	( \$348,402.21-)
\$2,248,638.11	\$368,016.18	\$1,880,621.93
\$1,000.00	\$1,000.00	\$ .00
( \$670,000.00 )	( \$670,000.00 )	( \$ .00 )
\$1,579,638.11	( \$300,983.82-)	\$1,880,621.93
( \$3,887.75 )	( \$3,887.75 )	( \$ .00 )
\$1,575,750.36	( \$304,871.57-)	\$1,880,621.93



REVENUE/SOURCES OF FUNDS:	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
52XX FROM TRANSFERS	\$ .00	\$ .00		\$ .00
1XXX FROM INTEREST EARNED ON CURR. EXP. EMERGENCY	\$ .00	\$ .00		\$ .00
1XXX FROM INTEREST EARNED ON MAINTENANCE RESERVE	\$ .00	\$ .00		\$ .00
1XXX FROM LOCAL SOURCES	\$21,732,898.00	\$22,081,980.21	Over	( \$349,082.21-)
2XXX FROM INTERMEDIATE SOURCES	\$ .00	\$ .00		\$ .00
3XXX FROM STATE SOURCES	\$1,240,921.00	\$1,240,921.00		\$ .00
4XXX FROM FEDERAL SOURCES	\$ .00	\$ .00		\$ .00
5XXX FROM OTHER FINANCING SOURCES	\$ .00	\$ .00		\$ .00
XXX1 ARRA ESF (FUND 16)	\$ .00	\$ .00		\$ .00
XXX2 ARRA GSF (FUND 17)	\$ .00	\$ .00		\$ .00
XXX3 ARRA SFSF (FUND 18)	\$ .00	\$ .00		\$ .00
<b>TOTAL REVENUES/SOURCES OF FUNDS</b>	<b>\$22,973,819.00</b>	<b>\$23,322,901.21</b>	<b>Over</b>	<b>( \$349,082.21-)</b>
<b>EXPENDITURES:</b>				
<b>GENERAL CURRENT EXPENSE FUND (11)</b>				
1XX-100-XXX REGULAR PROGRAMS - INSTRUCTION	\$7,255,614.98	\$4,585,889.09	\$2,448,542.16	\$221,183.73
2XX-100-XXX SPECIAL EDUCATION - INSTRUCTION	\$2,338,046.17	\$1,517,888.51	\$815,127.47	\$5,030.19
230-100-XXX BASIC SKILLS/REMEDIATION INSTRUCTION	\$536,476.60	\$303,741.23	\$232,575.63	\$159.74
240-100-XXX BILINGUAL EDUCATION - INSTRUCTION	\$365,835.94	\$235,121.51	\$129,306.40	\$1,408.03
3XX-100-XXX VOC. PROGRAMS - LOCAL - INSTRUCTION	\$ .00	\$ .00	\$ .00	\$ .00
401-100-XXX SCHOOL-SPONS. COCURRE. ACTIVITIES - INST.	\$67,253.00	\$5,926.75	\$57,888.99	\$3,437.26
402-100-XXX SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$33,900.00	\$5,039.50	\$27,080.00	\$1,780.50
421-XXX-XXX TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$ .00	\$ .00	\$ .00	\$ .00
422-XXX-XXX TOTAL SUMMER SCHOOL PROGRAMS	\$42,000.00	\$20,966.19	\$18,633.81	\$2,400.00
423-XXX-XXX TOTAL ALTERNATIVE EDUCATION PROGRAM	\$ .00	\$ .00	\$ .00	\$ .00
424-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$ .00	\$ .00	\$ .00	\$ .00
425-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$ .00	\$ .00	\$ .00	\$ .00
4XX-100-XXX TOTAL OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$ .00	\$ .00	\$ .00	\$ .00
800-330-XXX COMM. SERV. PROGRAMS-COMM. SERV. OPERATIONS	\$ .00	\$ .00	\$ .00	\$ .00
OTHER EXPENDITURES NOT INCLUDED ABOVE	\$ .00	\$ .00	\$ .00	\$ .00
<b>UNDISTRIBUTED EXPENDITURES:</b>				
000-1XX-XXX INSTRUCTION	\$2,052,202.00	\$1,512,033.52	\$264,807.01	\$275,361.47
000-211-XXX ATTENDANCE AND SOCIAL WORK SERVICES	\$99,968.00	\$71,051.18	\$28,914.43	\$2.39
000-213-XXX HEALTH SERVICES	\$234,535.00	\$139,903.74	\$75,664.35	\$18,966.91
000-216-XXX OTHER SUPPORT SERV.-STUDENTS-RELATED SERV	\$422,984.00	\$277,241.12	\$143,331.09	\$2,411.79
000-217-XXX OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$668,269.24	\$668,269.24	\$596,518.87	\$55,093.89
000-218-XXX OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$179,855.20	\$179,855.20	\$96,054.08	\$1,845.57
000-219-XXX OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$631,367.00	\$393,402.73	\$230,812.03	\$7,152.24
000-221-XXX IMPROV. OF INST./OTHER SUP. SERV.-INSTSERV	\$165,229.00	\$109,137.50	\$46,244.50	\$9,847.00
000-222-XXX EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$210,717.95	\$137,546.82	\$62,067.10	\$11,104.03
000-223-XXX INSTRUCTIONAL STAFF TRAINING SERVICES	\$67,300.00	\$48,041.72	\$3,808.32	\$15,449.96
000-23X-XXX SUPP. SERV. - GENERAL ADMINISTRATION	\$505,056.00	\$357,725.60	\$122,372.73	\$24,957.67





	Appropriations	Expenditures	Encumbrances	Available Balance
000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$858,683.60	\$575,567.07	\$219,624.97	\$63,491.56
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$639,743.00	\$447,775.24	\$139,080.22	\$52,887.54
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$1,858,883.34	\$1,183,485.79	\$574,574.56	\$100,822.99
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$85,965.08	\$56,296.43	\$24,053.10	\$5,615.55
000-266-XXX TOTAL SECURITY	\$88,558.40	\$72,308.40	\$1,000.00	\$15,250.00
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$723,437.00	\$387,093.38	\$327,381.62	\$8,962.00
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACQ. & CONTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
XXX-XXX-2XX UNALLOCATED BENEFITS	\$3,596,998.00	\$2,394,593.13	\$915,015.17	\$287,389.70
000-31X-XXX FOOD SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-515-XXX RETIREMENT OF ERIP LIABILITY	\$0.00	\$0.00	\$0.00	\$0.00
000-52X-XXX FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER UNDISTRIBUTED EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GEN. CURRENT EXP. EXPENDITURES/USES OF FUNDS	\$24,478,390.91	\$15,685,900.59	\$7,600,478.61	\$1,192,011.71
CAPITAL OUTLAY (FUND 12)				
XXX-XXX-73X EQUIPMENT	\$159,125.20	\$100,875.20	\$23,100.00	\$35,150.00
000-400-937 IMPACT AID RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
000-4XX-XXX FACILITIES ACQUISITION AND CONSTR. SERV.	\$584,941.00	\$269,809.59	\$9,923.40	\$305,208.01
430-4XX-741 INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER CAPITAL OUTLAY EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAY EXPENDITURES/USES OF FUNDS	\$744,066.20	\$370,684.79	\$33,023.40	\$340,358.01
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
EVENING SCHOOL FOR FOREIGN BORN-LOCAL SUPPORT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00



	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-550-905 BUDGETED INCREASE IN SURPLUS FOR TUITION	\$ .00	\$ .00	\$ .00	\$ .00
10-000-100-56X TRANSFER OF FUNDS TO CHARTER SCHOOLS	\$ .00	\$ .00	\$ .00	\$ .00
10-000-100-571 TRANSFER OF FUNDS TO RENAISSANCE SCHOOLS	\$ .00	\$ .00	\$ .00	\$ .00
10-000-520-93X GENERAL FUND CONTRIB - WHOLE SCH. REFORM	\$ .00	\$ .00	\$ .00	\$ .00
16-XXX-XXX-XXX ESF (FUND 16)	\$ .00	\$ .00	\$ .00	\$ .00
17-XXX-XXX-XXX ARRA GSF (FUND 17)	\$ .00	\$ .00	\$ .00	\$ .00
18-XXX-XXX-XXX ARRA SFSF (FUND 18)	\$ .00	\$ .00	\$ .00	\$ .00
19-XXX-XXX-XXX FEMA GRANT (FUND 19)	\$ .00	\$ .00	\$ .00	\$ .00
TOTAL GENERAL FUND EXPENDITURES	\$25,222,457.11	\$16,056,585.38	\$7,633,502.01	\$1,532,369.72



	Estimate	Actual	Unrealized
<b>REVENUES</b>			
<b>LOCAL SOURCES:</b>			
1210 LOCAL TAX LEVY	\$21,480,748.00	\$21,480,748.00	\$ .00
1310 TUITION - FROM INDIVIDUALS	\$122,650.00	\$224,665.00	( \$102,015.00-)
1320 - FROM OTHER LEAS WITHIN THE STATE	\$101,500.00	\$155,059.86	( \$53,559.86-)
1XXX MISCELLANEOUS	\$28,000.00	\$221,507.35	( \$193,507.35-)
<b>TOTAL</b>	<b>\$21,732,898.00</b>	<b>\$22,081,980.21</b>	<b>( \$349,082.21-)</b>
<b>STATE SOURCES:</b>			
3121 CATEGORICAL TRANSPORTATION AID	\$93,632.00	\$93,632.00	\$ .00
3132 CATEGORICAL SPECIAL EDUCATION AID	\$1,055,942.00	\$1,055,942.00	\$ .00
3177 CATEGORICAL SECURITY AID	\$91,347.00	\$91,347.00	\$ .00
<b>TOTAL</b>	<b>\$1,240,921.00</b>	<b>\$1,240,921.00</b>	<b>\$ .00</b>
<b>TOTAL</b>	<b>\$22,973,819.00</b>	<b>\$23,322,901.21</b>	<b>( \$349,082.21-)</b>



GENERAL CURRENT EXPENSE (FUND 11)	Appropriations	Expenditures	Encumbrances	Available Balance
REGULAR PROGRAMS - INSTRUCTION				
105-1XX-101 PRESCHOOL - SALARIES OF TEACHERS	\$95,452.00	\$60,227.30	\$35,224.70	\$0.00
110-1XX-101 KINDERGARTEN - SALARIES OF TEACHERS	\$586,506.00	\$384,758.52	\$201,747.48	\$0.00
120-1XX-101 GRADES 1-5 -SALARIES OF TEACHERS	\$3,362,825.00	\$2,203,229.92	\$1,159,595.08	\$0.00
130-1XX-101 GRADES 6-8 -SALARIES OF TEACHERS	\$2,116,529.00	\$1,387,395.92	\$729,133.08	\$0.00
150-1XX-101 SALARIES OF TEACHERS	\$7,000.00	\$725.00	\$6,275.00	\$0.00
150-1XX-32X PURCHASED PROF. - ED. SERVICES	\$3,000.00	\$0.00	\$0.00	\$3,000.00
190-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$264,096.00	\$83,897.55	\$180,198.45	\$0.00
190-1XX-32X PURCHASED PROF. - ED. SERVICES	\$19,700.00	\$9,033.60	\$3,250.00	\$7,416.40
190-1XX-34X PURCHASED TECHNICAL SERVICES	\$99,348.00	\$67,868.05	\$25,052.17	\$6,427.78
190-1XX-5XX OTHER PURCHASED SERVICES	\$160,346.00	\$121,401.85	\$16,044.84	\$22,899.31
190-1XX-61X GENERAL SUPPLIES	\$136,615.26	\$91,340.86	\$7,967.22	\$37,307.18
190-1XX-64X TEXTBOOKS	\$48,100.00	\$38,685.51	\$0.00	\$9,414.49
190-1XX-890 MISCELLANEOUS EXPENDITURES	\$21,000.00	\$11,724.03	\$1,386.65	\$7,889.32
1XX-1XX-XXX OTHER UNDISTRIBUTED INSTRUCTION	\$335,097.72	\$125,600.98	\$82,667.49	\$126,829.25
TOTAL REGULAR PROGRAMS - INSTRUCTION	\$7,255,614.98	\$4,585,889.09	\$2,448,542.16	\$221,183.73

SPECIAL EDUCATION PROGRAMS:	Appropriations	Expenditures	Encumbrances	Available Balance
LEARNING AND/OR LANGUAGE DISABILITIES				
204-1XX-101 SALARIES OF TEACHERS	\$379,679.00	\$245,752.83	\$133,926.17	\$0.00
204-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$40,309.00	\$23,524.34	\$16,762.06	\$22.60
204-1XX-5XX OTHER PURCHASED SERVICES	\$1,450.00	\$150.00	\$0.00	\$1,300.00
204-1XX-61X GENERAL SUPPLIES	\$13,753.43	\$10,653.87	\$2,616.00	\$483.56
TOTAL	\$435,191.43	\$280,081.04	\$153,304.23	\$1,806.16

BEHAVIORAL DISABILITIES:	Appropriations	Expenditures	Encumbrances	Available Balance
209-1XX-101 SALARIES OF TEACHERS	\$90,543.00	\$59,464.04	\$31,078.96	\$0.00
209-1XX-5XX OTHER PURCHASED SERVICES	\$290.00	\$0.00	\$199.00	\$91.00
209-1XX-XXX OTHER BEHAVIORAL DISABILITIES	\$1,500.00	\$0.00	\$1,308.00	\$192.00
TOTAL	\$92,333.00	\$59,464.04	\$32,585.96	\$283.00

RESOURCE ROOM/RESOURCE CENTER:	Appropriations	Expenditures	Encumbrances	Available Balance
213-1XX-101 SALARIES OF TEACHERS	\$1,413,176.00	\$947,149.60	\$466,026.40	\$0.00
213-1XX-61X GENERAL SUPPLIES	\$24,189.43	\$19,847.94	\$2,616.00	\$1,725.49
TOTAL	\$1,437,365.43	\$966,997.54	\$468,642.40	\$1,725.49

PRESCHOOL DISABILITIES - FULL-TIME:	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$1,437,365.43	\$966,997.54	\$468,642.40	\$1,725.49





Budget Year: 2023

(2023/04/18-Tue-03:11pm)

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	Appropriations	Expenditures	Encumbrances	Available Balance
216-1XX-101 SALARIES OF TEACHERS	\$265,244.00	\$153,309.73	\$111,934.27	\$ .00
216-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$95,817.00	\$53,840.55	\$41,976.45	\$ .00
216-1XX-5XX OTHER PURCHASED SERVICES	\$3,560.00	\$ .00	\$3,557.00	\$3.00
216-1XX-XXX OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$8,535.31	\$4,195.61	\$3,127.16	\$1,212.54
TOTAL	\$373,156.31	\$211,345.89	\$160,594.88	\$1,215.54
TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,338,046.17	\$1,517,888.51	\$815,127.47	\$5,030.19
BASIC SKILLS/REMEDIAL - INSTRUCTION				
230-1XX-101 SALARIES OF TEACHERS	\$532,172.00	\$299,596.37	\$232,575.63	\$ .00
230-1XX-61X GENERAL SUPPLIES	\$4,304.60	\$4,144.86	\$ .00	\$159.74
TOTAL	\$536,476.60	\$303,741.23	\$232,575.63	\$159.74
BILINGUAL EDUCATION - INSTRUCTION				
240-1XX-61X GENERAL SUPPLIES	\$2,938.94	\$1,626.42	\$93.49	\$1,219.03
24X-1XX-XXX OTHER BILINGUAL EDUCATION - INSTRUCTION	\$362,897.00	\$233,495.09	\$129,212.91	\$189.00
TOTAL	\$365,835.94	\$235,121.51	\$129,306.40	\$1,408.03
SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION				
401-100-1XX SALARIES	\$60,353.00	\$3,246.75	\$57,106.25	\$ .00
401-100-6XX SUPPLIES AND MATERIALS	\$4,900.00	\$1,200.00	\$437.74	\$3,262.26
401-1XX-8XX OTHER OBJECTS	\$2,000.00	\$1,480.00	\$345.00	\$175.00
TOTAL	\$67,253.00	\$5,926.75	\$57,888.99	\$3,437.26
SCHOOL SPONSORED ATHLETICS - INSTRUCTION				
402-1XX-1XX SALARIES	\$25,700.00	\$ .00	\$25,700.00	\$ .00
402-1XX-5XX PURCHASED SERVICES	\$4,600.00	\$3,362.00	\$ .00	\$1,238.00
402-1XX-6XX SUPPLIES AND MATERIALS	\$3,100.00	\$1,677.50	\$1,380.00	\$42.50
402-1XX-8XX OTHER OBJECTS	\$500.00	\$ .00	\$ .00	\$500.00
TOTAL	\$33,900.00	\$5,039.50	\$27,080.00	\$1,780.50
SUMMER SCHOOL PROGRAMS				
422-100-101 SALARIES OF TEACHERS	\$23,000.00	\$6,600.00	\$14,500.00	\$1,900.00
422-100-106 OTHER SALARIES OF INSTRUCTION	\$8,500.00	\$6,791.19	\$1,708.81	\$ .00
422-100-610 GENERAL SUPPLIES	\$500.00	\$ .00	\$ .00	\$500.00
TOTAL SUMMER SCHOOL INSTRUCTION	\$32,000.00	\$13,391.19	\$16,208.81	\$2,400.00
SUMMER SCHOOL - SUPPORT SVCS				



	Appropriations	Expenditures	Encumbrances	Available Balance
422-200-100 SALARIES	\$10,000.00	\$7,575.00	\$2,425.00	\$0.00
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$10,000.00	\$7,575.00	\$2,425.00	\$0.00
TOTAL SUMMER SCHOOL	\$42,000.00	\$20,966.19	\$18,633.81	\$2,400.00
<b>UNDISTRIBUTED EXPENDITURES - INSTRUCTION</b>				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$1,431,902.00	\$1,155,427.50	\$78,809.06	\$197,665.44
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$228,925.00	\$42,172.00	\$158,191.00	\$28,562.00
000-1XX-566 TUITION TO PRIV. SCH. FOR HANDIC. W/I ST	\$391,375.00	\$314,434.02	\$27,806.95	\$49,134.03
TOTAL	\$2,052,202.00	\$1,512,033.52	\$264,807.01	\$275,361.47
<b>ATTENDANCE AND SOCIAL WORK SERVICES</b>				
000-211-1XX SALARIES	\$91,968.00	\$63,051.18	\$28,914.43	\$2.39
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$0.00	\$0.00	\$0.00	\$0.00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$0.00	\$0.00	\$0.00	\$0.00
000-211-173 SALARIES OF FAMILY LIAISONS/COMM. PARENT I	\$0.00	\$0.00	\$0.00	\$0.00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$0.00	\$0.00	\$0.00	\$0.00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$8,000.00	\$8,000.00	\$0.00	\$0.00
TOTAL	\$99,968.00	\$71,051.18	\$28,914.43	\$2.39
<b>HEALTH SERVICES</b>				
000-213-1XX SALARIES	\$188,735.00	\$116,148.15	\$72,586.85	\$0.00
000-213-175 SALARIES OF SOCIAL SERVICES COORDINATORS	\$0.00	\$0.00	\$0.00	\$0.00
000-213-3XX PURCHASED PROF. AND TECH. SERVICES	\$4,000.00	\$2,000.00	\$2,000.00	\$0.00
000-213-5XX OTHER PURCHASED SERVICES	\$28,200.00	\$15,944.73	\$0.00	\$12,255.27
000-213-6XX SUPPLIES AND MATERIALS	\$13,600.00	\$5,810.86	\$1,077.50	\$6,711.64
TOTAL	\$234,535.00	\$139,903.74	\$75,664.35	\$18,966.91
<b>OTHER SUPP. SERV. STUDENTS-RELATED SERVICES</b>				
000-216-1XX SALARIES	\$418,584.00	\$276,560.91	\$142,023.09	\$0.00
000-216-6XX SUPPLIES AND MATERIALS	\$3,400.00	\$680.21	\$1,308.00	\$1,411.79
TOTAL	\$421,984.00	\$277,241.12	\$143,331.09	\$1,411.79
<b>OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES</b>				
000-217-1XX SALARIES	\$778,017.00	\$487,480.55	\$290,536.45	\$0.00
000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$537,465.00	\$180,228.70	\$305,982.42	\$51,253.88
000-217-6XX SUPPLIES AND MATERIALS	\$3,900.00	\$559.99	\$0.00	\$3,340.01
000-217-8XX OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$500.00



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TOTAL	\$1,319,882.00	\$668,269.24	\$596,518.87	\$55,093.89
OTHER SUPP. SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$270,393.00	\$174,338.92	\$96,054.08	\$0.00
000-218-6XX SUPPLIES AND MATERIALS	\$1,261.85	\$729.78	\$0.00	\$532.07
000-218-8XX OTHER OBJECTS	\$370.00	\$348.00	\$0.00	\$22.00
TOTAL	\$272,024.85	\$175,416.70	\$96,054.08	\$554.07
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$419,084.00	\$252,952.20	\$166,131.80	\$0.00
000-219-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$106,266.00	\$67,824.29	\$38,441.71	\$0.00
000-219-32X PURCHASED PROF. - ED. SERVICES	\$58,000.00	\$55,237.21	\$0.00	\$2,762.79
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$37,892.00	\$11,941.00	\$25,624.00	\$327.00
000-219-5XX OTHER PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$500.00
000-219-6XX SUPPLIES AND MATERIALS	\$8,000.00	\$4,026.03	\$614.52	\$3,359.45
000-219-8XX OTHER PROJECTS	\$1,625.00	\$1,422.00	\$0.00	\$203.00
TOTAL	\$631,367.00	\$393,402.73	\$230,812.03	\$7,152.24
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$76,501.00	\$49,756.50	\$26,744.50	\$0.00
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$19,500.00	\$0.00	\$19,500.00	\$0.00
000-221-176 SAL OF FACILITATORS, MATH COACHES & LITERA	\$0.00	\$0.00	\$0.00	\$0.00
000-221-32X PURCHASED PROF. - ED. SERVICES	\$60,428.00	\$59,292.00	\$0.00	\$1,136.00
000-221-3XX OTHER PURCHASED PROF. AND TECH. SERVICES	\$7,000.00	\$0.00	\$0.00	\$7,000.00
000-221-5XX OTHER PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$500.00
000-221-6XX SUPPLIES AND MATERIALS	\$500.00	\$0.00	\$0.00	\$500.00
000-221-8XX OTHER OBJECTS	\$800.00	\$89.00	\$0.00	\$711.00
TOTAL	\$165,229.00	\$109,137.50	\$46,244.50	\$9,847.00
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$181,404.00	\$120,237.60	\$61,166.40	\$0.00
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$0.00	\$0.00	\$0.00	\$0.00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,500.00	\$1,218.00	\$0.00	\$2,282.00
000-222-5XX OTHER PURCHASED SERVICES.	\$7,850.00	\$6,843.26	\$0.00	\$1,006.74
000-222-6XX SUPPLIES AND MATERIALS	\$17,963.95	\$9,247.96	\$900.70	\$7,815.29
TOTAL	\$210,717.95	\$137,546.82	\$62,067.10	\$11,104.03
INSTRUCTIONAL STAFF TRAINING SERVICES				
000-223-32X PURCHASED PROF. - ED. SERVICES	\$42,500.00	\$40,367.92	\$0.00	\$2,132.08



	Appropriations	Expenditures	Encumbrances	Available Balance
000-223-3XX OTHER PURCHASED PROF. AND TECH. SERVICES	\$9,400.00	\$1,821.20	\$2,700.00	\$4,878.80
000-223-5XX OTHER PURCHASED SERVICES	\$12,000.00	\$4,023.99	\$1,108.32	\$6,867.69
000-223-6XX SUPPLIES AND MATERIALS	\$3,400.00	\$1,828.61	\$ .00	\$1,571.39
<b>TOTAL</b>	<b>\$67,300.00</b>	<b>\$48,041.72</b>	<b>\$3,808.32</b>	<b>\$15,449.96</b>
<b>SUPPORT SERVICES - GENERAL ADMINISTRATION</b>				
000-23X-1XX SALARIES	\$279,421.00	\$209,020.46	\$70,400.54	\$ .00
000-23X-331 LEGAL SERVICES	\$52,000.00	\$27,272.00	\$24,728.00	\$ .00
000-23X-332 AUDIT FEES	\$28,000.00	\$27,500.00	\$500.00	\$ .00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES	\$16,000.00	\$ .00	\$16,000.00	\$ .00
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$12,000.00	\$10,999.84	\$880.00	\$120.16
000-23X-34X PURCHASED TECHNICAL SERVICES	\$6,554.00	\$5,668.00	\$ .00	\$886.00
000-23X-53X COMMUNICATIONS/TELEPHONE	\$39,355.00	\$27,897.80	\$6,896.73	\$4,560.47
000-23X-585 BOE OTHER PURCHASED SERVICES	\$1,300.00	\$76.97	\$ .00	\$1,223.03
000-23X-5XX OTHER PURCHASED SERVICES	\$50,026.00	\$36,105.57	\$2,803.39	\$11,117.04
000-23X-610 GENERAL SUPPLIES	\$3,250.00	\$347.78	\$ .00	\$2,902.22
000-23X-630 BOE MEETING SUPPLIES	\$1,750.00	\$842.83	\$ .00	\$907.17
000-23X-890 MISCELLANEOUS EXPENDITURES	\$6,000.00	\$3,698.00	\$164.07	\$2,137.93
000-23X-895 BOE MEMBERSHIP DUES AND FEES	\$9,400.00	\$8,296.35	\$ .00	\$1,103.65
<b>TOTAL</b>	<b>\$505,056.00</b>	<b>\$357,725.60</b>	<b>\$122,372.73</b>	<b>\$24,957.67</b>
<b>SUPPORT SERVICES - SCHOOL ADMIN.</b>				
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS	\$457,791.00	\$343,418.20	\$114,372.80	\$ .00
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$148,450.00	\$111,322.46	\$37,127.54	\$ .00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$145,342.00	\$97,786.94	\$47,555.06	\$ .00
000-24X-3XX PURCHASED PROF. AND TECH. SERVICES	\$11,500.00	\$1,500.00	\$ .00	\$10,000.00
000-24X-5XX OTHER PURCHASED SERVICES	\$25,400.00	\$1,810.00	\$3,200.00	\$20,390.00
000-24X-6XX SUPPLIES AND MATERIALS	\$39,000.60	\$14,962.47	\$6,758.77	\$17,279.36
000-24X-8XX OTHER OBJECTS	\$31,200.00	\$4,767.00	\$10,610.80	\$15,822.20
<b>TOTAL</b>	<b>\$858,683.60</b>	<b>\$575,567.07</b>	<b>\$219,624.97</b>	<b>\$63,491.56</b>
<b>SUPPORT SERVICES - CENTRAL SERVICES</b>				
000-251-100 SALARIES	\$380,912.00	\$279,105.08	\$101,806.92	\$ .00
000-251-34X PURCHASED TECHNICAL SERVICES	\$27,870.00	\$19,879.52	\$5,903.40	\$2,087.08
000-251-592 MISC. PURCHASED SERVICES	\$12,685.00	\$4,847.33	\$275.30	\$7,562.37
000-251-5XX OTHER PURCHASED SERVICES	\$2,995.00	\$740.38	\$1,654.75	\$599.87
000-251-6XX SUPPLIES AND MATERIALS	\$8,500.00	\$4,984.21	\$ .00	\$3,515.79
000-251-890 MISCELLANEOUS EXPENDITURES	\$3,000.00	\$1,240.00	\$ .00	\$1,760.00
<b>TOTAL</b>	<b>\$435,962.00</b>	<b>\$310,796.52</b>	<b>\$109,640.37</b>	<b>\$15,525.11</b>
<b>SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES</b>				





	Appropriations	Expenditures	Encumbrances	Available Balance
000-252-100 SALARIES	\$114,150.00	\$85,545.72	\$28,604.28	\$0.00
000-252-34X PURCHASED TECHNICAL SERVICES	\$78,481.00	\$51,185.64	\$300.00	\$26,995.36
000-252-5XX OTHER PURCHASED SERVICES	\$650.00	\$49.36	\$535.57	\$65.07
000-252-6XX SUPPLIES AND MATERIALS	\$10,500.00	\$198.00	\$0.00	\$10,302.00
TOTAL	\$203,781.00	\$136,978.72	\$29,439.85	\$37,362.43
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$172,820.00	\$123,391.94	\$49,428.06	\$0.00
000-261-61X GENERAL SUPPLIES	\$48,000.00	\$16,921.11	\$9,037.50	\$22,041.39
000-261-8XX OTHER OBJECTS	\$2,200.00	\$500.00	\$160.00	\$1,540.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$134,303.34	\$72,247.41	\$17,139.93	\$44,916.00
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$357,323.34	\$213,060.46	\$75,765.49	\$68,497.39
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$158,467.00	\$95,059.33	\$63,407.67	\$0.00
000-262-1XX SALARIES	\$559,805.00	\$396,022.51	\$150,397.42	\$13,385.07
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$6,400.00	\$0.00	\$0.00	\$6,400.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$14,750.00	\$10,976.56	\$2,997.00	\$776.44
000-262-441 RENTAL OF LAND AND BLDGS. - OTHER THAN LEASE PURCH. AGREEMENTS	\$12,000.00	\$8,835.00	\$3,165.00	\$0.00
000-262-49X OTHER PURCHASED PROPERTY SERV.	\$16,600.00	\$13,266.17	\$2,831.93	\$501.90
000-262-52X INSURANCE	\$214,856.00	\$214,856.00	\$0.00	\$0.00
000-262-5XX MISCELLANEOUS PURCHASED SERVICES	\$200.00	\$100.00	\$0.00	\$100.00
000-262-61X GENERAL SUPPLIES	\$45,897.00	\$38,424.93	\$4,309.88	\$3,162.19
000-262-621 ENERGY (NATURAL GAS)	\$178,000.00	\$73,868.04	\$104,131.96	\$0.00
000-262-626 ENERGY (GASOLINE)	\$8,085.00	\$2,217.14	\$4,367.86	\$1,500.00
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$284,000.00	\$116,799.65	\$163,200.35	\$4,000.00
000-262-8XX OTHER OBJECTS	\$2,500.00	\$0.00	\$0.00	\$2,500.00
TOTAL CUSTODIAL SERVICES	\$1,501,560.00	\$970,425.33	\$498,809.07	\$32,325.60
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$82,465.08	\$54,265.43	\$24,053.10	\$4,146.55
000-263-610 GENERAL SUPPLIES	\$3,500.00	\$2,031.00	\$0.00	\$1,469.00
TOTAL CARE AND UPKEEP OF GROUNDS	\$85,965.08	\$56,296.43	\$24,053.10	\$5,615.55
SECURITY				
000-266-300 PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$2,550.00	\$100.00	\$1,000.00	\$1,450.00
000-266-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$8,000.00	\$0.00	\$0.00	\$8,000.00
000-266-610 GENERAL SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00
TOTAL SECURITY	\$11,550.00	\$100.00	\$1,000.00	\$10,450.00



	Appropriations	Expenditures	Encumbrances	Available Balance
OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$77,008.40	\$72,208.40	\$0.00	\$4,800.00
TOTAL	\$77,008.40	\$72,208.40	\$0.00	\$4,800.00
STUDENT TRANSPORTATION SERV.				
000-270-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$19,937.00	\$12,897.87	\$7,039.13	\$0.00
000-27X-503 CONTRACTED SERVICES - AID NON-PUBLIC	\$55,000.00	\$6,139.29	\$48,860.71	\$0.00
000-27X-511 CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$74,000.00	\$44,535.22	\$29,464.78	\$0.00
000-27X-512 CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$29,000.00	\$7,738.00	\$12,300.00	\$8,962.00
000-27X-513 CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$10,500.00	\$7,009.85	\$3,490.15	\$0.00
000-27X-515 CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$535,000.00	\$308,773.15	\$226,226.85	\$0.00
TOTAL	\$723,437.00	\$387,093.38	\$327,381.62	\$8,962.00
UNALLOCATED BENEFITS				
000-291-22X SOCIAL SECURITY CONTRIBUTIONS	\$270,250.00	\$180,430.80	\$0.00	\$89,819.20
000-291-241 OTHER RETIREMENT CONTRIBUTIONS - PERS	\$271,549.00	\$245,827.00	\$0.00	\$25,722.00
000-291-249 OTHER RETIREMENT CONTRIBUTIONS-REG	\$31,000.00	\$24,568.33	\$0.00	\$6,431.67
000-291-26X WORKMEN'S COMPENSATION	\$98,393.00	\$57,505.00	\$0.00	\$40,888.00
000-291-27X HEALTH BENEFITS	\$2,878,806.00	\$1,858,789.00	\$913,249.17	\$106,767.83
000-291-28X TUITION REIMBURSEMENT	\$15,000.00	\$7,679.00	\$0.00	\$7,321.00
000-291-299 UNUSED SICK PAYMENT RETIRE/TERM	\$27,500.00	\$19,460.00	\$0.00	\$8,040.00
000-291-2XX OTHER EMPLOYEE BENEFITS	\$4,500.00	\$334.00	\$1,766.00	\$2,400.00
TOTAL UNALLOCATED BENEFITS	\$3,596,998.00	\$2,394,593.13	\$915,015.17	\$287,389.70
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	\$3,596,998.00	\$2,394,593.13	\$915,015.17	\$287,389.70
OTHER UNDISTRIBUTED EXPENDITURES	\$6,730.00	\$4,438.50	\$0.00	\$2,291.50
TOTAL UNDISTRIBUTED EXPENDITURES	\$13,839,264.22	\$9,011,327.81	\$3,871,324.15	\$956,612.26
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES	\$24,478,390.91	\$15,685,900.59	\$7,600,478.61	\$1,192,011.71
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS	\$24,478,390.91	\$15,685,900.59	\$7,600,478.61	\$1,192,011.71
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$0.00	\$27,557.72	\$0.00	(\$27,557.72)
TOTAL GEN. CURRENT EXP. EXPEND., TRANSFERS AND RESERVE	\$24,478,390.91	\$15,713,458.31	\$7,600,478.61	\$1,164,453.99
CAPITAL OUTLAY (FUND 12)				



	Appropriations	Expenditures	Encumbrances	Available Balance
EQUIPMENT				
120-100-XXX GRADES 1-5	\$50,568.00	\$26,318.00	\$19,250.00	\$5,000.00
130-100-XXX GRADES 6-8	\$5,000.00	\$0.00	\$3,850.00	\$1,150.00
213-100-XXX RESOURCE ROOM/RESOURCE CENTER	\$5,000.00	\$0.00	\$0.00	\$5,000.00
000-23X-73X GENERAL ADMINISTRATION	\$3,108.00	\$3,108.00	\$0.00	\$0.00
000-24X-73X SCHOOL ADMINISTRATION	\$34,631.70	\$34,631.70	\$0.00	\$0.00
000-261-730 UNDIST. EXPEND.-REQUIRED MAINT FOR SCHOOL	\$36,817.50	\$36,817.50	\$0.00	\$0.00
000-400-334 ARCHITECTURAL/ENGINEERING SERVICES	\$22,000.00	\$12,076.60	\$9,923.40	\$0.00
XXX-XXX-73X OTHER EQUIPMENT	\$24,000.00	\$0.00	\$0.00	\$24,000.00
TOTAL EQUIPMENT	\$181,125.20	\$112,951.80	\$33,023.40	\$35,150.00
FACILITIES ACO, AND CONSTR. SERV.:				
000-400-896 ASSESSMENT DEBT SVC ON SDA FUNDING	\$14,941.00	\$0.00	\$0.00	\$14,941.00
XXX-4XX-XXX OTHER FACILITIES ACO, AND CONSTR. SERV.	\$548,000.00	\$257,732.99	\$0.00	\$290,267.01
TOTAL	\$562,941.00	\$257,732.99	\$0.00	\$305,208.01
TOTAL CAPITAL OUTLAY EXPENDITURES	\$744,066.20	\$370,684.79	\$33,023.40	\$340,358.01
TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$744,066.20	\$370,684.79	\$33,023.40	\$340,358.01
TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$25,222,457.11	\$16,056,585.38	\$7,633,502.01	\$1,532,369.72

PREPARED AND SUBMITTED BY:



4/18/2023

BOARD SECRETARY/BUSINESS ADMINISTRATOR DATE

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3), I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATION OF N.J.A.C. 6A:23-2.11 (A)."



ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$199,593.07	
102-106	CASH EQUIVALENTS	\$ .00	
111	INVESTMENTS	\$ .00	
116	CAPITAL RESERVE ACCOUNT	\$ .00	
	ACCOUNTS RECEIVABLE:		
132	INTERFUND	\$ .00	
141	INTERGOVERNMENTAL - STATE	\$ .00	
142	INTERGOVERNMENTAL - FEDERAL	\$826,008.00	
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF		( \$ .00 )
131	INTERFUND LOANS RECEIVABLE	\$826,008.00	\$ .00
	OTHER CURRENT ASSETS	\$ .00	\$ .00

RESOURCES:

301	ESTIMATED REVENUES	\$1,381,843.37	
302	LESS REVENUES	( \$826,493.00 )	
	TOTAL ASSETS AND RESOURCES	\$555,350.37	\$1,580,951.44

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$ .00	
411	INTERGOVERNMENTAL ACCOUNTS PAYABLE - STATE	\$1,116.00	
412	INTERGOVERNMENTAL ACCOUNTS PAYABLE - FEDERAL	\$ .00	
421	ACCOUNTS PAYABLE	( \$1,116.00- )	
431	CONTRACTS PAYABLE	\$ .00	
451	LOANS PAYABLE	\$ .00	
481	DEFERRED REVENUES	\$887,170.37	
	OTHER CURRENT LIABILITIES	\$ .00	
	TOTAL LIABILITIES	\$887,170.37	





FUND BALANCE:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR	\$296,640.86	
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR	\$ .00	
	RESERVED FUND BALANCE:		
758	FUND BALANCE - STUDENT ACTIVITY FUND	\$ .00	
759	FUND BALANCE - SCHOLARSHIP FUND	\$ .00	
761	CAPITAL RESERVE ACCOUNT	\$ .00	
762	RESERVED FUND BALANCE - ADULT ED. PROGRAMS	\$ .00	
604	ADD INCREASE IN CAPITAL RESERVE	\$ .00	
307	LESS BUDGETED WITHDRAWAL FROM CAP. RESERVE	\$ .00	
601	APPROPRIATIONS		\$1,381,843.37
602	LESS: EXPENDITURES		( \$984,703.16 )
603	ENCUMBRANCES		\$397,140.21

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2022	\$ .00
303	BUDGETED FUND BALANCE	( \$ .00 )

TOTAL FUND BALANCE

\$693,781.07

TOTAL LIABILITIES AND FUND EQUITY

\$1,580,951.44



REVENUE/SOURCES OF FUNDS:

	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
TRANSFERS FROM OPERATING BUDGET PRE-K				
1310 TUITION - PRESCHOOL	\$ .00	\$ .00		\$ .00
1320 TUITION FROM LEA'S - PRESCHOOL	\$ .00	\$ .00		\$ .00
1760 STUDENT ACTIVITY FUND	\$500.00	\$ .00	Under	\$500.00
1770 SCHOLARSHIP FUND	\$ .00	\$ .00		\$ .00
1921 DIGITAL DIVIDE	\$ .00	\$ .00		\$ .00
FROM LOCAL SOURCES	\$278,861.37	\$174,700.00	Under	\$104,161.37
UNRESTRICTED GRANTS IN AID	\$ .00	\$ .00		\$ .00
FROM INTERMEDIATE SOURCES	\$ .00	\$ .00		\$ .00
3212 NONPUBLIC TEACHER STEM GRANT	\$ .00	\$ .00		\$ .00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$ .00	\$ .00		\$ .00
3257 SDA EMERGENT NEEDS AND CAP MAINT	\$26,998.00	\$26,998.00		\$ .00
3258 PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$ .00	\$ .00		\$ .00
3259 PRESCHOOL FACILITIES LEAD REMEDIATION	\$ .00	\$ .00		\$ .00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$ .00	\$ .00		\$ .00
3XXX OTHER STATE AIDS	\$ .00	\$ .00		\$ .00
FROM STATE SOURCES	\$11,976.00	\$9,590.00	Under	\$2,386.00
TITLE I				
IDEA	\$46,784.00	\$18,480.00	Under	\$28,304.00
PERKINS GRANT	\$278,715.00	\$278,715.00		\$ .00
TITLE II	\$ .00	\$ .00		\$ .00
TITLE IV	\$ .00	\$ .00		\$ .00
TITLE III	\$ .00	\$ .00		\$ .00
FROM FEDERAL SOURCES	\$ .00	\$ .00		\$ .00
4409 ARP-IDEA PRESCHOOL	\$ .00	\$ .00		\$ .00
4417-4418 REAP GRANT	\$ .00	\$ .00		\$ .00
4419 ARP-IDEA BASIC	\$ .00	\$ .00		\$ .00
4503 21ST CENTURY	\$ .00	\$ .00		\$ .00
4526 FEMA - SUPERSTORM SANDY	\$ .00	\$ .00		\$ .00
4530 CARES ACT	\$ .00	\$ .00		\$ .00
4531 CARES DIGITAL DIVIDE	\$ .00	\$ .00		\$ .00
4532 CORONAVIRUS RELIEF FUND	\$ .00	\$ .00		\$ .00
4533 STUDENT LEARNING LOSS GRANT	\$ .00	\$ .00		\$ .00
4534 CCRSA ESSER II	\$ .00	\$ .00		\$ .00
4535 CCRSA LEARNING ACCEL	\$ .00	\$ .00		\$ .00
4536 CCRSA MENTAL HEALTH	\$ .00	\$ .00		\$ .00
4537 ACSERS	\$ .00	\$ .00		\$ .00
4540 ARP ESSER	\$123,170.00	\$57,464.00	Under	\$65,706.00
4541 ARP ESSER ACCEL. LEARNING AND SUPPORT	\$434,241.00	\$132,144.00	Under	\$302,097.00
4542 ARP ESSER SUMMER LEARNING AND ENRICHMENT	\$100,598.00	\$83,582.00	Under	\$17,016.00
4543 ARP ESSER BEYOND THE SCHOOL DAY	\$40,000.00	\$40,000.00		\$ .00
4544 ARP ESSER NJTSS	\$40,000.00	\$4,820.00	Under	\$35,180.00
4545 ARP HOMELESS CHILDREN AND YOUTH I	\$ .00	\$ .00		\$ .00
4546 ARP HOMELESS CHILDREN AND YOUTH II	\$ .00	\$ .00		\$ .00
4600 REVENUE FOR/ON BEHALF OF THE LEA	\$ .00	\$ .00		\$ .00



	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
4700 GRANTS-IN-AID FROM FEDERAL GOVT	\$0.00	\$0.00		\$0.00
4800 REVENUE IN LIEU OF TAXES	\$0.00	\$0.00		\$0.00
TOTAL REVENUE/SOURCES OF FUNDS	\$1,381,843.37	\$826,493.00	Under	\$555,350.37
<b>EXPENDITURES:</b>				
LOCAL PROJECTS	\$278,861.37	\$44,208.94	\$78,309.07	\$156,343.36
STUDENT ACTIVITY FUND	\$500.00	\$0.00	\$0.00	\$500.00
SCHOLARSHIP FUND	\$0.00	\$0.00	\$0.00	\$0.00
STATE PROJECTS				
EARLY CHILDHOOD PROGRAM AID	\$0.00	\$0.00	\$0.00	\$0.00
DEMONSTRABLY EFFECTIVE PROGRAM AID	\$0.00	\$0.00	\$0.00	\$0.00
DISTANCE LEARNING NETWORK AID	\$0.00	\$0.00	\$0.00	\$0.00
INSTRUCTIONAL SUPPLEMENT AID	\$0.00	\$0.00	\$0.00	\$0.00
STATE PROJECTS CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
DISTANCE LEARNING CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
PRIVATE INDUSTRY COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00
NON PUBLIC TEACHER STEM	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC TEXTBOOKS	\$2,772.00	\$2,772.00	\$0.00	\$0.00
NJ NONPUBLIC AUXILIARY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC HANDICAPPED SERVICES	\$7,440.00	\$1,674.00	\$5,766.00	\$0.00
NJ NONPUBLIC NURSING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC TECHNOLOGY INITIATIVE	\$1,764.00	\$1,764.00	\$0.00	\$0.00
NJ NONPUBLIC SECURITY AID	\$0.00	\$0.00	\$0.00	\$0.00
VOCATIONAL EDUCATION - STATE	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTION TO WSR - OTHER STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
TARGETED AT-RISK AID	\$0.00	\$0.00	\$0.00	\$0.00
OTHER STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL STATE PROJECTS	\$11,976.00	\$6,210.00	\$5,766.00	\$0.00
<b>FEDERAL PROJECTS</b>				
ARP-IDEA BASIC GRANT	\$0.00	\$0.00	\$0.00	\$0.00
ARR IDEA PRESCHOOL	\$0.00	\$0.00	\$0.00	\$0.00
CLASS SIZE REDUCTION	\$0.00	\$0.00	\$0.00	\$0.00
TITLE I	\$46,784.00	\$21,560.00	\$0.00	\$25,224.00



	Appropriations	Expenditures	Encumbrances	Available Balance
TITLE II	\$ .00	\$ .00	\$ .00	\$ .00
NCLB TITLE III	\$ .00	\$ .00	\$ .00	\$ .00
NCLB TITLE IV	\$ .00	\$ .00	\$ .00	\$ .00
NCLB TITLE V	\$ .00	\$ .00	\$ .00	\$ .00
TITLE VI	\$ .00	\$ .00	\$ .00	\$ .00
I.D.E.A. PART B (HANDICAPPED)	\$278,715.00	\$278,715.00	\$ .00	\$ .00
VOCATIONAL EDUCATION	\$ .00	\$ .00	\$ .00	\$ .00
GRANTS IN AID OTHER AGENCIES	\$ .00	\$ .00	\$ .00	\$ .00
CARES ACT	\$ .00	\$ .00	\$ .00	\$ .00
DIGITAL DIVIDE	\$ .00	\$ .00	\$ .00	\$ .00
CORONAVIRUS RELIEF FUND	\$ .00	\$ .00	\$ .00	\$ .00
STUDENT LEARNING LOSS	\$ .00	\$ .00	\$ .00	\$ .00
NONPUBLIC TECHNOLOGY CRF	\$ .00	\$ .00	\$ .00	\$ .00
CRRSA ACT ESSER II	\$ .00	\$ .00	\$ .00	\$ .00
CRRSA ACT LEARNING ACCELERATION	\$123,170.00	\$68,446.40	\$ .00	\$54,723.60
CRRSA ACT MENTAL HEALTH	\$ .00	\$ .00	\$ .00	\$ .00
ACSERS PROGRAM	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER GRANT	\$434,241.00	\$136,670.46	\$169,231.54	\$128,339.00
ARP-ESSER ACCEL LEARNING AND SUPPORT	\$100,598.00	\$84,481.50	\$11,732.00	\$4,384.50
ARP-ESSER SUMMER LEARNING AND ENRICHMENT	\$40,000.00	\$40,000.00	\$ .00	\$ .00
ARP-ESSER BEYOND THE SCHOOL DAY	\$40,000.00	\$7,770.00	\$4,604.25	\$27,625.75
ARP-ESSER NJTSS	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER SDA EMERGENT NEEDS	\$26,998.00	\$ .00	\$26,998.00	\$ .00
ARP-ESSER PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER PRESCHOOL FACILITIES LEAD REMEDIATION	\$ .00	\$ .00	\$ .00	\$ .00
ARP HOMELESS CHILDREN AND YOUTH I	\$ .00	\$ .00	\$ .00	\$ .00
ARP HOMELESS CHILDREN AND YOUTH II	\$ .00	\$ .00	\$ .00	\$ .00
ADULT EDUCATION	\$ .00	\$ .00	\$ .00	\$ .00
OTHER FEDERAL PROJECTS	\$ .00	\$ .00	\$ .00	\$ .00
OTHER SPECIAL PROJECTS	\$ .00	\$ .00	\$ .00	\$ .00
CONTRIBUTION TO WSR - OTHER FEDERAL PROJECTS	\$ .00	\$ .00	\$ .00	\$ .00
<b>TOTAL FEDERAL PROJECTS</b>	<b>\$1,090,506.00</b>	<b>\$637,643.36</b>	<b>\$212,565.79</b>	<b>\$240,296.85</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,381,843.37</b>	<b>\$688,062.30</b>	<b>\$296,640.86</b>	<b>\$397,140.21</b>
<b>FEDERAL PROJECTS</b>				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$43,000.00	\$43,000.00	\$ .00	\$ .00
999-999-999 PRIOR YEAR RESERVE	\$ .00	\$101,693.00	\$ .00	( \$101,693.00-)
<b>TOTAL EXPENDITURES AND RESERVE</b>	<b>\$1,424,843.37</b>	<b>\$832,755.30</b>	<b>\$296,640.86</b>	<b>\$295,447.21</b>
<b>TOTAL SPECIAL FUND NOT INCLUDING RESERVES</b>	<b>\$1,381,843.37</b>	<b>\$688,062.30</b>	<b>\$296,640.86</b>	<b>\$397,140.21</b>

PREPARED AND SUBMITTED BY:





March 31, 2023 (Fri)  
Budget Year: 2023

Cluster Board Of Education  
Board Secretary Report  
SPECIAL REVENUE FUNDS - Fund 20  
Interim Statements  
March 2023



BOARD SECRETARY/BUSINESS ADMINISTRATOR



DATE

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),  
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY  
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO  
OF N.J.A.C. 6A:23-2.11 (A)."

Appropriations      Expenditures      Encumbrances      Available Balance



ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$ .00
102-104	CASH - OTHER	\$ .00
105	CASH WITH FISCAL AGENTS	\$ .00
106	CASH EQUIVALENTS	\$ .00
111	INVESTMENTS	\$ .00
121	TAX LEVY RECEIVABLE	\$ .00
	ACCOUNTS RECEIVABLE:	
132	INTERFUND	\$ .00
141	INTERGOVERNMENTAL - STATE	\$ .00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	( \$ .00 )
	OTHER CURRENT ASSETS	\$ .00

RESOURCES:

301	ESTIMATED REVENUES	\$282,690.00
302	LESS REVENUES	( \$282,690.00 )
	TOTAL ASSETS AND RESOURCES	\$ .00

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$ .00
401	INTERFUND LOANS PAYABLE	\$ .00
402	INTERFUND ACCOUNTS PAYABLE	\$ .00
455	INTEREST PAYABLE	\$ .00
441	MATURED BONDS PAYABLE	\$ .00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$ .00
461	ACCRUED SALARIES AND BENEFITS	\$ .00
	OTHER CURRENT LIABILITIES	\$ .00
	TOTAL LIABILITIES	\$ .00



FUND BALANCE:			
APPROPRIATED:			
767	RESERVED-FUND BALANCE		
608	DEBT SERVICE RESERVE - JULY 1, 2022	\$ .00	
313	ADD: INCREASE IN DEBT SERVICE RESERVE	\$ .00	
	LESS: W/D FROM DEBT SERVICE RESERVE	( \$ .00 )	
76X	OTHER RESERVES	\$ .00	
601	APPROPRIATIONS		
602	LESS: EXPENDITURES	\$282,690.00	
603	ENCUMBRANCES		
	TOTAL APPROPRIATIONS	( \$282,690.00 )	
	UNAPPROPRIATED:		
770	FUND BALANCE, JULY 1, 2022	\$ .00	
771	DESIGNATED FUND BALANCE	\$ .00	
303	BUDGETED FUND BALANCE	( \$ .00 )	
	TOTAL FUND BALANCE	\$ .00	
	TOTAL LIABILITIES AND FUND EQUITY	\$ .00	



	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
52XX TRANSFERS FROM OTHER FUNDS	\$ .00	\$ .00		\$ .00
LOCAL SOURCES				
1210 LOCAL TAX LEVY-PREMERGER DEBT	\$ .00	\$ .00		\$ .00
1210 LOCAL TAX LEVY	\$282,690.00	\$282,690.00		\$ .00
1XXX INTEREST EARNED ON DEBT SERVICE RESERVE	\$ .00	\$ .00		\$ .00
1XXX MISCELLANEOUS	\$ .00	\$ .00		\$ .00
TOTAL	\$282,690.00	\$282,690.00		\$ .00
STATE SOURCES				
3160 DEBT SERVICE AID TYPE II	\$ .00	\$ .00		\$ .00
TOTAL	\$ .00	\$ .00		\$ .00
50XX OTHER FINANCING SOURCES	\$ .00	\$ .00		\$ .00
TOTAL REVENUE/SOURCES OF FUNDS	\$282,690.00	\$282,690.00		\$ .00
USES OF FUNDS:				
DEBT SERVICE - REGULAR				
700-530-940 PAYMENT OF REFUND - BOND ESCROW	\$ .00	\$ .00		\$ .00
701-510-723 PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$ .00	\$ .00		\$ .00
701-510-833 INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$ .00	\$ .00		\$ .00
701-510-835 INTEREST ON EARLY RETIREMENT BONDS	\$ .00	\$ .00		\$ .00
701-510-837 INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$ .00	\$ .00		\$ .00
701-510-83X INTEREST	\$12,690.00	\$12,690.00		\$ .00
701-510-910 REDEMPTION OF PRINC.-EARLY RETIREM. BONDS	\$270,000.00	\$270,000.00		\$ .00
701-510-912 PRINCIPAL ON COMM DEVELOPMENT LOAN	\$ .00	\$ .00		\$ .00
701-510-91X REDEMPTION OF PRINCIPAL	\$ .00	\$ .00		\$ .00
701-510-92X AMTS. PAID INTO SINKING FUND	\$ .00	\$ .00		\$ .00
701-XXX-XXX ACCOUNTS NOT INCLUDED ABOVE	\$ .00	\$ .00		\$ .00
TOTAL	\$282,690.00	\$282,690.00		\$ .00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177				
TOTAL	\$ .00	\$ .00		\$ .00

Available Balance

Encumbrances

Expenditures

Appropriations





	Appropriations	Expenditures	Encumbrances	Available Balance
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 10				
TOTAL	\$ .00	\$ .00		\$ .00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 74				
TOTAL	\$ .00	\$ .00		\$ .00
000-515-915 RETIREMENT OF ERIP LIABILITY	\$ .00	\$ .00		\$ .00
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$282,690.00	\$282,690.00		\$ .00
TRANSFERS				
000-520-93X TRANSFERS TO OTHER FUNDS	\$ .00	\$ .00		\$ .00
TOTAL USES OF FUNDS AND TRANSFERS	\$282,690.00	\$282,690.00		\$ .00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$ .00	\$ .00		\$ .00
TOTAL USES OF FUNDS, TRANSFERS AND RESERVE	\$282,690.00	\$282,690.00		\$ .00
TOTAL DEBT SERVICE FUNDS NOT INCLUDING RESERVES	\$282,690.00	\$282,690.00	\$ .00	\$ .00

PREPARED AND SUBMITTED BY:



4/18/2023

BOARD SECRETARY/BUSINESS ADMINISTRATOR DATE

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3), I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATION OF N.J.A.C. 6A:23-2.11 (A)."



2022-23 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	March-23
Date of Submission:	4/18/2023

This line contains column numbers for the amount columns, for data entry, and descriptions of the calculations in each column.

Lines	Budget Category	Account	(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = Maximum Transfer Amount)	(column 5 = + or - Data Entry)	(column 6 = % Change of Transfers YTD)	(column 7 = Remaining Allowable Balance From)	(column 8 = Remaining Allowable Balance To)
3200	Instruction									
10300, 11160, 12160, 40580, 41080	Regular Programs, Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-1XX-100-XXX 11-2XX-100-XXX 000-216.217	7,204,637 4,736,466	135,428 31,647	7,340,065 4,768,113	734,007 476,811	(84,450) 215,112	-1.15% 4.51%	649,557 691,923	
13160, 15180, 17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100, 27100	Vocational Programs - Local School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-3XX-100-XXX 11-4XX-X00-XXX	143,153		143,153	14,315		0.00% 0.00%	14,315	
	Community Services Programs/Operations	11-800-330-XXX						0.00%		
	<b>Undistributed Expenditures</b>									
29180, 29680, 30620, 41660, 42200, 43620, 43200, 44180	Tuition Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-100-XXX 11-000- 211,213,218,219,222	2,036,367 1,409,403	10,918	2,036,367 1,420,321	203,637 142,032	15,835 34,022	0.78% 2.40%	219,472 176,054	
	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	239,720		239,720	23,972	(7,191)	-3.00%	16,781	
45300, 46160, 47620, 51120, 52480, 71260, 72020, 72120, 72122	General Administration School Administration Central Services & Administrative Information Technology Operation and Maintenance of Plant Services Student Transportation Services Personal Services - Employee Benefits Food Services Transfer Property Sale Proceeds to Debt Service Reserve Transfer from General Fund Surplus to Debt Service Fund to Repay C/DL	11-000-230-XXX 11-000-240-XXX 11-000-25X-XXX 11-000-26X-XXX 11-000-270-XXX 11-XXX-XXX-2XX 11-000-310-XXX 11-000-520-934 11-000-520-936	469,056 784,992 587,898 1,802,998 412,540 3,707,162	5,500 2,345 109,624	469,056 790,492 590,243 1,912,622 412,540 3,707,162	46,906 79,049 59,024 191,262 41,254 370,716	36,000 68,191 49,500 120,785 310,897 (110,164)	7.67% 8.63% 8.39% 6.32% 75.36% 0.00%	82,906 147,240 108,524 312,047 352,151 260,552	10,906 10,858 9,524
72160, 72180, 72200, 72220, 72240, 72245, 72246, 72247, 72260	Deposit to Sale/Lease-Back Reserve Interest Earned on Maintenance Reserve Deposit to Maintenance Reserve Deposit to Current Expense Emergency Reserve Interest Earned on Current Expense Emergency Reserve Deposit to Bus Advertising Reserve for Fuel Costs Increase in IMPACT Aid Reserve (General) Increase in IMPACT Aid Reserve (Capital) Total General Current Expense	10-605 10-606 10-606 10-607 10-610 10-611 10-612								
	Capital Outlay		23,534,392	295,162	23,629,654	2,382,985	648,537			
75880, 76260, 76320, 76340, 76360	Equipment Facilities Acquisition and Construction Services Capital Reserve-Transfer to Capital Projects Fund Capital Reserve-Transfer to Repayment of Debt Deposit to Capital Reserve	12-XXX-XXX-73X 12-000-4XX-XXX 12-000-4XX-931 12-000-4XX-933 10-604	44,000 584,941	95,077	139,077 584,941	13,908 58,494	20,048	14.42% 0.00% 0.00% 0.00%	33,956	



District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	March-23
Date of Submission:	4/18/2023

Cells have been left blank for data entry. This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

Lines	Budget Category	Account	(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = 2022-23 Original Budget For Use in 10% Calculation)	(column 4 = Maximum Transfer Amount)	(column 5 = + or - 2022-23 YTD Net Transfers to/(from) as of Date of Submission in Cell B5)	(column 6 = column 5 / column 3)	(column 7 = 2022-23 Remaining Allowable Balance From)	(column 8 = column 4 - column 5)
76380	Interest Eamed on Capital Reserve	10-604						0.00%		2022-23 Remaining Allowable Balance To
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938						0.00%		
76400	Total Capital Expenditures		628,941	95,077	724,018	72,402	20,046	0.00%		
84080	Total Special Schools	13-XXX-XXX-XXX						0.00%		
84000	Transfer of Funds to Charter Schools	10-000-100-56X						0.00%		
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-571						0.00%		
84020	General Fund Contribution to School Based Budgets	10-000-520-930						0.00%		
84060	Operating Budget Grand Total		24,163,333	390,539	24,553,872	2,455,387	668,585			

Appropriations Adjustments 655,605- Ex-Aid  
12,980 - Non-Public Transportation Aid

Total Adjustments: \$668,585

School Business Administrator Signature:

*[Signature]*  
FRANK M. VIMARINENA JR.  
BUSINESS ADMINISTRATOR

Date: 4/18/2023



### Hillside Elementary School

<u>First</u>	<u>Last</u>
Yehji	Ahn
Christina	Argenziano
Neel	Batwana
Georgios	Ceylan
Tanisha	Ghia
Matthew	Ha
Mia	Heyman
Danielle	Lee
Emily	Lee
Jessica	Lee
Tay	Lee
Rachel	Rudin
Rachel	Yoo
Yuliana	Yoo

### Tenakill Middle School

<u>First</u>	<u>Last</u>
Aviv	Adler
Shira	Eilam
Eric	Gutierrez
Yejun	Kim
Tamar	Kursh
Maya	Moalem
Susan	Nyfenger
Nicolette	Peremen
Nicholas	Sanchez
Aryan	Shah
Shira	Tal
Matthew	Watters





# POLICY GUIDE

BYLAWS  
0144/page 1 of 2  
Board Member Orientation and Training  
Mar 23

## 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive **access to and/or a copy of**

**Choose one or more of the following:**

- ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual,
- the manual of administrative regulations,
- each negotiated agreement,
- the current budget statement and audit report,
- the most recent long-range facilities plan, **and**
- ~~and such~~ other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

**Within the first ninety days of a new Board member's first term, the Board member** ~~Each newly elected or appointed Board member shall complete during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33** ~~, in consultation with the New~~



# POLICY GUIDE

BYLAWS

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Board Member Orientation and Training

~~Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under ~~N.J.S.A. P.L. 2002, c. 83 (C.18A:37-13 et seq.)~~. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.  
**N.J.A.C. 6A:28-4.1**

Adopted:



# POLICY GUIDE

PROGRAM  
2520/page 1 of 1  
Instructional Supplies  
Mar 23  
M

## 2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies; **and** materials; ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide** ~~each~~ students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school-sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

**Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).**

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

**N.J.A.C. 6A:7-1.7**  
N.J.S.A. 18A:34-1  
N.J.S.A. 18A:54-20 [vocational districts]

~~Cross-reference: Policy Guide No. 5513~~

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

3217/page 1 of 2

Use of Corporal Punishment

Mar 23

## 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

**No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:**

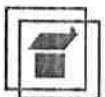
- 1. To quell a disturbance, threatening physical injury to others;**
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
- 3. For the purpose of self-defense; and**
- 4. For the protection of persons or property;**

**and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.**

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~

- ~~1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~



# POLICY GUIDE

TEACHING STAFF MEMBERS  
3217/page 2 of 2  
Use of Corporal Punishment

~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;~~

- ~~2. — Touches a student in an offensive way even though no physical harm is intended;~~
- ~~3. — Permits students to harm one another by fighting; or~~
- ~~4. — Punishes students by means that are cruel or unusual;~~

**Any teaching staff member employed by the Board found to have violated this Policy may** will be subject to discipline by **the** this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

Cross reference: ~~Policy Guide No. 5630~~

Adopted:



# POLICY GUIDE

PROGRAM  
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Use of Corporal Punishment  
Mar 23  
**NEW**

## 4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any role in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:

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# POLICY GUIDE

STUDENTS  
5305/page 1 of 5  
Health Services Personnel  
Mar 23  
M

## 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted** required by the Board. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ **The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.** The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education ~~Improvement~~ Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;



# POLICY GUIDE

STUDENTS  
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Health Services Personnel

4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and





# POLICY GUIDE

STUDENTS  
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Health Services Personnel

Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12 12 and Policy and Regulation 5530**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;



# POLICY GUIDE

STUDENTS  
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Health Services Personnel

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330**;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~
16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



# POLICY GUIDE

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Health Services Personnel

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).** ~~a~~ The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a non-certified nurse** is limited to providing services only as permitted under ~~a~~ the non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c).**

**N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7**  
**N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3**

Adopted:



# POLICY GUIDE

STUDENTS  
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Student Health Records  
Mar 23  
M

## 5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 **and N.J.A.C. 6A:32-7**. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.91~~et seq~~ **and N.J.A.C. 6A:32-7.5**.

**Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall**



# POLICY GUIDE

STUDENTS

5308/page 2 of 3

Student Health Records

**be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.**

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7-, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Student Health Records

Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

**N.J.S.A. 18A:40-3.4**

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A:32-7.1**; 6A:32-7.4 ~~et seq.~~;  
6A:32-7.5 ~~et seq.~~; **6A:32-7.8**

Adopted:



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## 5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

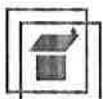
1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals** ~~in accordance with N.J.A.C. 6A:16-2.1(a)2.~~ (Policy and Regulation 5330):
  - a. **The school physician;**
  - b. **A certified school nurse or noncertified nurse;**
  - c. **A substitute school nurse employed by the school district;**
  - d. **The student's parent;**
  - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
  - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
  - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);



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4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees~~ Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards (Policy and Regulation 7420);





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8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, and asthma, **and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

- ~~1. Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~
- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.~~



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3. ~~The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
4. ~~The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
5. ~~Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
6. ~~Each student medical examination shall be conducted at the medical home of the student. 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, pursuant to N.J.S.A. 18A:40-4.~~
7. ~~The findings of required examinations under 8.b., c., d., and e. below shall include the following components:~~
  - a. ~~Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
  - b. ~~Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
  - c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~
  - d. ~~Physical examinations.~~
8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~



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- a. — ~~Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
  - b. — ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
  - c. — ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
  - d. — ~~For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
  - e. — ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
9. — ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
  10. — ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~
  11. — ~~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.~~
  12. — ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



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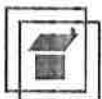
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Health Services

~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

N.J.S.A. **18A:35-4.8; 18A:40-4 et seq.; 18A:40-12;  
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;  
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;  
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;  
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;**  
**18A:40-41a.; 18A:40-41b.**

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted:



# POLICY GUIDE

FINANCES

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Reimbursement of Federal and Other  
Grant Expenditures

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## 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act** ~~and the D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



# POLICY GUIDE

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Reimbursement of Federal and Other  
Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



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Reimbursement of Federal and Other  
Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



# POLICY GUIDE

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Federal Funds – Duplication of Benefits

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## 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and





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Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:



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Contracts for Goods or Services Funded by

Federal Grants

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## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at [www.sam.gov](http://www.sam.gov) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.



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Contracts for Goods or Services Funded by  
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Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

**The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.**

**Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.**

2 CFR §200  
2 CFR §3485.220  
2 CFR §180.210

Adopted:



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School District Security  
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## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

**As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.**

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, **critical incident mapping data** ~~a copy of the blueprints and maps~~ shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** ~~copies~~ to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

**Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.**



# POLICY GUIDE

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School District Security

**Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.**

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the ~~main~~ building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



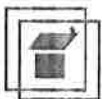
# POLICY GUIDE

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School District Security

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



# POLICY GUIDE

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Citizens Advisory Committees  
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## 9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education** encourages success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large. Citizens advisory committees may be particularly useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.

The Board may establish a **citizens** advisory committees as standing committees to serve in a liaison function to provide input to the Board and the administration from between the local community and the schools, as permanent committees for funded programs as the law requires; and as the **Board sees fit** need arises.

In creating a new **citizens** advisory committee, the Board may shall appoint: members of the community who are able and interested in the subject and concerned about the schools; appoint members who represent a wide range of community interests and backgrounds; appoint a chairperson; and appoint one or more Board members; and **school staff members** to serve as ex-officio members. **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for a preliminary and final report(s) to the Board, and establish a budget, **if needed**. Expenditures of district funds by a **citizens** advisory committees as standing committees to serve advisory committees shall be made only upon the approval of the **Superintendent**.

Recommendations of an **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, or reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.



# POLICY GUIDE

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Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30-1.5; 6:31-1.14(b)~~  
~~20 U.S.C.A. 3801 et seq.~~

Cross-reference: Policy Guide Nos. 5520, 7440

Adopted:





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## R 2520 INSTRUCTIONAL SUPPLIES

### A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the **successful** implementation of the instructional program. ~~“Supplies” include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, seissors, soap, and the like.~~

### B. Supply Procedures

1. **Each staff member will be able to request supplies by submitting a request to the Principal or designee.**
2. ~~Supplies will be kept in a secure location supply closet or room in each school building.~~ The **Principal or designee** \_\_\_\_\_ will be responsible to **approve for the request of supplies for their school and staff** content and inventory of the supply closet.
2. ~~Each teacher will request supplies each \_\_\_\_\_ by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least \_\_\_\_\_ week(s).~~
3. The **staff member’s teacher’s** request will be **retained by the staff member and the Principal or designee** recorded in the \_\_\_\_\_.
4. At the end of each school year, a record of the **inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee** requested and used in each classroom will be given to the \_\_\_\_\_.
5. The Principal will **encourage** invite all teaching staff members to suggest additional supplies and/or replacements for the supplies currently used.



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## C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an **item product** is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee**, and the money collected will be deposited with the **Business Office**.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.Ø1., 2., and 3. above.
5. **Staff members** ~~Teachers shall be advised to~~ report to the **Principal or designee** any student who is **suspected of being** unable to pay for the supplies ~~listed above~~.

Issued:



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## R 5308 STUDENT HEALTH RECORDS

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

### A. Mandated Student Health Records

1. The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records ~~following mandated student health records shall be maintained:~~
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

### B. Maintenance and Security of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered;~~





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- a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
- b. Information obtained by the school's alcohol and other drug program ~~that which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~these~~ conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

## E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 – ~~et seq.~~, Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy **5308** and **this Regulation 5308** shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

**Adopted Issued:**



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## R 5310 HEALTH SERVICES

### A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a nurse practitioner/clinical nurse specialist** from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an ~~e~~Educational ~~s~~Services ~~c~~Certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~14~~2.3 and ~~14~~2.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider’s practice site chosen by the student’s parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family** foster parent(s), or ~~parent surrogate(s)~~ **parent(s)** of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



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76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.
- ~~7. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.~~
8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development** with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions (**N.J.A.C. 6A:16-2.2**)

1. Each student medical examination shall be conducted at the medical home of the student. 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, pursuant to N.J.S.A. 18A:40-4.
2. The findings of required examinations under **N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G.** below shall include the following components:
  - a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
  - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
  - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
  - d. Physical examinations.





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3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
  - a. In an unlocked location on school property, with an appropriate identifying sign;
  - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
  - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the ~~NJ New Jersey~~ FamilyCare Program ~~to~~ for students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
5. **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.**
65. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by **their** his/her parents that **such** required examinations interfere with the free exercise of **their** his/her religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or **to determine their fitness** ~~under the influence of alcohol or drugs or is disabled or is fit to participate in~~ any health, safety, or physical education course required by law.
6. ~~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.~~



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- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve (**N.J.A.C. 6A:16-2.2(h)1.**)
1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team or squad for students enrolled in any grades six to twelve. ~~The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~
    - a. **The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.**
    - b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.
  - (1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.



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- (a+) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
  - (2)b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
  - (3)e. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1)a. Been advised by a licensed physician, APN, or PA not to participate in a sport;



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- (2)b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - (3)e. Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - (4)d. Fainted or blacked out;
  - (5)e. Experienced chest pains, shortness of breath, or heart racing;
  - (6)f. Had a recent history of fatigue and unusual tiredness;
  - (7)g. Been hospitalized, visited an emergency room, or had a significant medical illness;
  - (8)h. Started or stopped taking any over the counter or prescribed medications; or
  - (9)i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of Education ~~shall will~~ not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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- f6. The school district shall distribute to a student-athlete and **the student-athlete's his-or-her** parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
- (1)a. A student-athlete and **the student-athlete's his-or-her** parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.
- (2)b. The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
- (3)e. The Commissioner shall distribute the pamphlet, at no charge, to **the all** school districts ~~and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~
- a. **The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.**
- b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



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- c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
- d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).
- E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)
1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3)~~ **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.**
  2. ~~T~~he school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
  32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** for the purposes of the comprehensive ~~c~~Child ~~s~~Study ~~t~~Team evaluation, pursuant to N.J.A.C. 6A:14-3.4.



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G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (**N.J.A.C. 6A:16-2.2(h)5.**)

1. **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.**

24. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.

32. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings (**N.J.A.C. 6A:16-2.2(l)**)

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.

2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.

3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.



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4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. **The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.**

**Adopted Issued:**





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FINANCES

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Federal Awards/Funds Internal Controls –  
Allowability of Costs

Mar 23

**M**

## R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:



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- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
  - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
  - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:

