

HASBROUCK HEIGHTS October 19, 2023  
Regular Meeting Agenda  
Time: 7:30 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on October 6, 2023. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School, Lincoln Elementary School and Hasbrouck Heights School District Website.

Notice of said meeting was published under legal notice in The Record.

C. Roll Call

II. Flag Salute

III. Presentations/Awards: Dominique Vetrano and Vincenzo Barchini to publicly present on NJSLA/ELA/Mathematics, DLM and WIDA ACCESS Testing.

IV. Public Hearing on Resolutions to be acted upon this meeting.

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

V. Approval of Minutes: September 28, 2023

VI. Correspondence and Report of School Business Administrator/Board Secretary

VII. Report of the Board President

VIII. Report of the Superintendent - Public presentation of School Self-Assessment for Determining Grades Under the ABR

IX. Committee and Liaison Reports:

- A. Education/Curriculum
- B. Special Education
- C. Technology
- D. Facilities
- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

Awards: None

X. Resolutions:

Education /Curriculum Committee

- E10-01-24 Approve the Monthly Discipline Report
- E10-02-24 Approve the Monthly HIB Report
- E10-03-24 Approve the Monthly District Calendar
- E10-04-24 Approve Bus Evacuation Drills
- E10-05-24 Approve Leaders-to-Leaders Training
- E10-06-24 Approve PD
- E10-07-24 Approve PD

E10-08-24 Approve PD  
E10-09-24 Approve PD  
E10-10-24 Approve PD  
E10-11-24 Approve Submission of Self-Assessment for Determining Grades  
E10-12-24 Approve Conference Attendance  
E10-13-24 Approve Orton-Gillingham Training  
E10-14-24 Approve PD  
E10-15-24 Approve Membership  
E10-16-24 Approve Workshop Attendance  
E10-17-24 Approve Purchase of Instructional Supplies  
E10-18-24 Approve Purchase of Instructional Supplies  
E10-19-24 Approve Field Placement  
E10-20-24 Approve Fall Conference Attendance  
E10-21-24 Amend Paid Sick Leave

Special Education Committee

S10-01-24 Approve OOD Placement  
S10-02-24 Approve Handle With Care Training  
S10-03-24 Approve Bedside Instruction  
S10-04-24 Approve Nursing Services Plan  
S10-05-24 Approve Bedside Instruction  
S10-06-24 Approve Teacher of the Deaf Consult

Technology Committee

None

Facilities Committee

B10-01-24 Approve Facilities Calendar

Recreation Committee

R10-01-24 Approve Monthly Field Trip Calendar

Finance Committee

F10-01-24 Approve Financial Certification  
F10-02-24 Approve Actual Payroll for  
F10-03-24 Approve Estimated Payroll for  
F10-04-24 Approve Bills List for  
F10-05-24 Approve Reports  
F10-06-24 Approve Membership

F10-07-24 Approve Independent Reading Grade 6  
F10-08-24 Approve Fundraisers  
F10-09-24 Approve Pianist/Accompanist for Concerts  
F10-10-24 Approve Softball Batting Cage Project

Personnel

P10-01-24 Personnel Action  
P10-02-24 Personnel Action  
P10-03-24 Personnel Action  
P10-04-24 Personnel Action  
P10-05-24 Personnel Action  
P10-06-24 Personnel Action  
P10-07-24 Personnel Action  
P10-08-24 Personnel Action  
P10-09-24 Personnel Action  
P10-10-24 Personnel Action  
P10-11-24 Personnel Action  
P10-12-24 Personnel Action  
P10-13-24 Personnel Action  
P10-14-24 Personnel Action  
P10-15-24 Personnel Action  
P10-16-24 Personnel Action  
P10-17-24 Personnel Action  
P10-18-24 Personnel Action  
P10-19-24 Personnel Action  
P10-20-24 Personnel Action  
P10-21-24 Personnel Action  
P10-22-24 Personnel Action  
P10-23-24 Personnel Action

Policy Committee:

PL10-01-24 Policy/Reg First Readings

XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when

speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If **necessary**)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS - October 19, 2023**

**AWARDS AND PRESENTATIONS:**

Dominique Vetrano and Vincenzo Barchini to publicly present on NJSLA/ELA/Mathematics, DLM and WIDA ACCESS Testing.

**RESOLUTIONS:**

EDUCATION/CURRICULUM COMMITTEE

RESOLUTIONS:

E010-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept Monthly Discipline Report:

HS - 3 in-school suspensions

MS - 0

LS - 0

ES - 0

E10-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept Monthly Superintendent HIB Report and approve the actions recommended by the Superintendent for the following incidents:  
(if applicable)

HS - 0

MS - 0

ES - 0

LS - 0

E10-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

The monthly district calendar

E10-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following bus evacuation drills:

Lincoln School - September 22, 2023

Euclid School - September 29, 2023

Middle School - September 11-14, 2023

E10-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Christopher Garcia to attend Leaders to Leaders training at the Foundation for Educational Administration on November 1, 2023, December 18, 2023 and January 11, 2024.

E10-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Professional Development with IXL for 50 staff members at a cost of \$3,600.00, paid with ARP ESSER funds.

E10-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Kerrienne Conner and Alexis Putkisto to attend Conquer Math on November 2, 2023, December 5, 2023, January 24, 2024, February 28, 2024 and March 25, 2024,

E10-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Nicole Bevacqua and Michael Sherbin to attend Conquer Math on October 31, 2023, December 7, 2023, January 30, 2024 and March 1, 2024.

E10-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Jennifer Keller, Patrick Gabriele and Adriana Russo to attend Conquer Math on November 13, 2023, January 12, 2024, February 14, 2024 and March 12, 2024.

- E10-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Michael Warren and Christine Pellegrino to attend SBJ Professional Development on November 1, 2023 regarding Classroom Management. A staff peer-to-peer share of the session will be presented on November 6, 2023.

- E10-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the 2022-2023 School Self-Assessment for Determining Grades under the ABR - on file at the Board of Education Office.

- E10-12-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Nicole Garfi to attend the Dyslexia Conference in Somerset, New Jersey on December 1, 2023 (in person) at a cost of \$225.93

- E10-13-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Michelle Ferrence for virtual Orton-Gillingham Training from November 13-17, 2023 at a cost of \$1,500.00.

- E10-14-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve TESOL Professional Learning for teachers to engage students with content, language and best practices to support all learners, especially English learners. Paid with ESEA Title III, ESEA Title III Immigrant, and ARP ESSER funds - total of \$12,150.00.

- E10-15-24 Be it resolved that upon the recommendations of the Superintendent of Schools



the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve membership to professional learning organization New Jersey Educational Computing Cooperative, Inc. at a cost of \$625.00, to be paid with ARP ESSER funds.

E10-16-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Dominique Vetrano to attend Morris-Union Jointure Commission workshop, Chat GPT Generative AI History and Impact on Society, on November 28, 2023, February 5, 2024 and April 24, 2024, at a cost of \$270.00, paid with ARP ESSER funds.

E10-17-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of instructional reading supplies from Gumdrop Books for a total of \$1,774.34, paid with ESEA Title I funds.

E10-18-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Super Teacher for Euclid and Lincoln Elementary Schools at a cost of \$375 per school.

E10-19-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Victoria Vitelli, University of Delaware student, to complete field placement and observation at Lincoln School in December 2023 and January 2024.

E10-20-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve A. Mattina and K. Felicetti to attend the International Dyslexia Association's 38th annual fall conference on December 1st and 2nd, 2023 at a cost of \$590.00 to the district.

- E10-21-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Sofia Alvarez, BCC student, to complete 10 hours of observation at Lincoln School with Samantha Brander.

#### SPECIAL EDUCATION COMMITTEE:

#### RESOLUTIONS:

- S10-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS Teacher of the Deaf Services for the following:

Student #1002425, once per week, not to exceed \$6,600.00

Student #1001241, twice per week, not to exceed \$13,200

- S10-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Handle With Care training for up to twenty participants at a cost of \$3,000.00 - date to be determined.

- S10-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with Silvergate Prep for bedside instruction for Student #1001906, 10 hours per week, plus prep, at \$40/hour from September 27 through November 27, 2023.

- S10-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the Nursing Services Plan (Attachment A)

S10-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with LearnWell to provide bedside instruction for Student #1002205, five hours per week, plus prep, at \$56.75 per hour, from October 3 through approximately December 3, 2023.

S10-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve BCSS to provide teacher of the deaf consult, not to exceed \$495.00 for Student #1003245.

#### TECHNOLOGY COMMITTEE:

##### RESOLUTIONS:

None

#### FACILITIES COMMITTEE:

##### RESOLUTIONS:

B10-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Monthly Facilities Calendar

#### RECREATION COMMITTEE:

##### RESOLUTIONS:

R10-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the monthly Field Trip Calendar

#### FINANCE COMMITTEE:

## RESOLUTIONS:

- F10-01-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.
- F10-02-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month September in the amount of \$2,098,707.04 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F10-03-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of September at \$2,080,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$2,080,000.
- F10-04-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year: (Attachment B)

### Bills List for the Month of August

Fund 10	General Fund	\$ 1,765,186.84
Fund 20	Special Revenue	\$ 125,438.55
Fund 40	Debt Service	\$ 1,018,856.25
Fund 60	Enterprise	\$ 131,965.42
Fund 95	Student Activity	\$ 7,069.95
Total:		\$ 3,048,517.01
Fund 95	Voided Checks	\$ 12,550.72

- F10-05-24 Be it Resolved that upon the recommendation of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

### Board Secretary's Report

Cash Report

Monthly Fund Transfer Report

August (Attachment C)

F10-06-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the Morris-Union Jointure Commission Membership of \$995.00, paid with ARP ESSER funds.

F10-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Independent Reading Grade 6, from Heinemann at a cost of \$2,146.38, paid with ESEA Title I funds.

F10-08-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following fundraisers:

Girls Basketball - Krispy Kreme Donut Sale - late October - early November

Lincoln School Student Council - funds2org - shoe drive in January and February 2024

HS Spirit Club - Penny Wars during Spirit Week - donation to charity

Euclid School Student Council Food Drive - November 1 - November 17, 2023 to benefit the HH Food Pantry

Euclid School Student Council Toy Drive - December 4 - December 15, 2023, to benefit the Center for Hope and Safety in Bergen County

F10-09-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Judy Kessler (pianist/accompanist) for Lincoln School grades 4 & 5 Spring Concert - Rehearsal April 8, 2024 from 9:30 - 11:30 am, and Concert April 8, 2024 from 6:00 - 8:00 pm, at a fee of \$350.00.

Approve Judy Kessler (pianist/accompanist) for Euclid School grades 4 & 5 Spring Concert - Rehearsal April 5, 2024 from 9:30-10:30 am and April 9, 2024

from 9:30-10:30 am, and Concert April 10, 2024 from 6:00-8:00 pm, at a fee of \$425.00.

- F10-10-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a Softball Batting Cage Project at Hitchcock Field at a cost of \$10,890.00 - \$4,500 of the cost to be shared by the Borough of Hasbrouck Heights.

#### PERSONNEL COMMITTEE:

#### RESOLUTIONS:

- P10-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Lesley Giaquinto as a Sub KEYS Assistant @18.00 per hour.

- P10-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Michael Sherbin for Math Home Instruction for Student #1000227, two hours per week, plus prep, through November 8, 2023.

Approve Kim Caputo for Math Home Instruction, two hours per week, plus prep, at \$42.00 per hour, for Student #990049, in Math Foundations, until the end of the school year.

- P10-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Vanessa Soto (Certified Substitute Teacher) to cover a Euclid School Elementary Special Education class from October 10 - November 6, 2023 at \$150.00 per day.

- P10-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve M. Binazeski for SY 23-24 to teach Non-Public STEM as approved by the Nonpublic Schools Grant at an hourly rate of \$100.84, maximum of 205 hours.

- P10-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Judy Graney to receive a diaper changing stipend of \$500 at Euclid School, effective October 4, 2023.

- P10-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Jennifer Keller to provide Home Instruction, at \$42.00 per hour, starting October 2, 2023 until TBD, for Student #1001291 for the following:

2.5 hours, plus prep, Math 7  
2.5 hours, plus prep, Math Topics

- P10-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve paraprofessionals, Elizabeth Capasso and Linda Condal, to work with Students #1001093, #1001098, and #1002181, not to exceed 8 hours per month, at \$24.23 per hour, during club activities.

- P10-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Rescind Resolution #P07-07-24, approving M. Follari as a paraprofessional at Lincoln School.

- P10-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following Paraprofessionals at at rate of \$26,335, pending receipt of paperwork:

Madut Bol - High School

Michelle Fandetta - Lincoln School

P10-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Madut Bol as Assistant Girls Basketball Coach for the 23-24 SY, Step 5 at \$5,644.00; pending receipt of paperwork.

P10-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Rescind Resolution #P09-09-24; B. Colaneri from receiving the Toileting Stipend of \$500.00.

P10-12-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve J. Bothe to receive the Toileting Stipend of \$500.00, retro to 9/1/23.

P10-13-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Carol Wilke as Lunch Aid in Euclid School at \$18.00 per hour, not to exceed 2 hours per day, pending receipt of paperwork.

P10-14-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following Substitute list for the 23-24 SY at \$150.00 per diem:

	BEEKMAN, RUBY
*	KHOURY, ANISEH
*	FARQUHARSON, JESSICA
*	MULLINS, BRIANA ( <i>and Sub Para at \$15/hr</i> )

\*Pending Receipt of paperwork.



- P10-15-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve a reduction in force for employee #0813, effective 12/22/2023.
- P10-16-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve E. McGorty to receive the MIF Stipend of \$700.00, retro to 9/1/23.
- P10-17-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Rescind Resolution P06-19-23 approving Niko Regus ½ assistant boys basketball coach, and approve Dan Viola as full-time at \$4,141.00.
- P10-18-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve Maria Squillace as a Spanish speaking interpreter for ESL Family Night on November 16, 2023 - 2 hours (includes 1 hour prep) at \$32.00 per hour.
- P10-19-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Amend Resolution #P09-18-24 extending staff member #0377 paid sick leave 1 additional day from October 13, 2023 to October 16, 2023.
- P10-20-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve all district staff to work 30 minute locker room supervision (boys and girls rooms) per day for athletic practices, at \$32.00 per hour.
- P10-21-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Tara Goss as a Euclid School Teacher, Tenure-Track position, MA Step 6, at \$64,670.00 (pro-rated based on start date), plus \$700 MIF, pending receipt of paperwork.

- P10-22-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Diana DaCosta as Supervisor of Instruction and Program PreK-6, MA at a salary of \$125,000.00 (pro-rated based on start date), pending receipt of paperwork.

- P10-23-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Deborah Stelzle as a Euclid School Lunch Assistant for 2 hours per day at \$18.00 per hour and a Sub Paraprofessional at \$15.00. per hour.

#### POLICY COMMITTEE:

#### RESOLUTIONS:

- PL10-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the first reading of the new/revised policies/regulations:

2270 Religion in Schools (Attachment D)  
2419 School Threat Assessment Teams - Policy and Regulation (Attachment E)  
3161 Examination For Cause (Attachment F)  
3212 Attendance - Policy and Regulation (Attachment G)  
4161 Examination For Cause (Attachment H)  
4212 Attendance - Policy and Regulation (Attachment I)

# Hasbrouck Heights Nursing Services Plan 2023 - 2024

(N.J.A.C. 6A:16-2.1 through 2.5)

**District Name:** Hasbrouck Heights School District  
**School Year:** 2023-2024

**Board Approval Date:** OCTOBER 19, 2023 (as per N.J.A.C. 6A:16-2.1 (b))  
**District Contact Person:** Michael Polizzi, Interim Superintendent

## I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A:16-2.2)

Basic services: N.J.A.C. 6A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C.§1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A.	Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
1.	Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a)	State of New Jersey Health History and Appraisal record i.e., A-45 cards	
b)	Immunization record	(N.J.A.C. 6A:16-2.2 (a))
c)	Medical history	
d)	Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2(g))
e)	Physical examinations for:	
	(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2(h)1)
	(a) Distribution of educational fact sheet annually to parents or guardians of students of <b>Sports-Related Eye Injuries</b>	
	(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h)2ii)
	(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h)3)
	(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h)4)
	(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2(h)5)

f)	Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4(d))
g)	Adherence to Family Education Rights and Privacy Act	(FERPA- 20 U.S.C. §1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.4 (c))
2.	Determine student status for admission or retention with unacceptable evidence of immunizations	(N.J.A.C. 6A:16-2.2(b))
3.	Conduct tuberculosis testing as directed by the NJ DHSS	(N.J.S.A.18A:40-16 & N.J.A.C. 6A:16-2.2(c))
B.	Medications, health care treatments, procedures and care:	
1.	Administer authorized medications, health care treatments and care	(N.J.A.C. 6A:16-2.1(a) 2)
2.	Approval of self-administered medications	(N.J.S.A.18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1(a) 2.v)
3.	Designate and train annually epinephrine and glucagon auto injector delegates	(N.J.A.C. 6A:16-2.1(a)2.vi N.J.S.A. 18A:40-12.5; 12.6 & 12.14)
4.	Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism <b>to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent has <u>not</u>:</b>	(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)
	<ul style="list-style-type: none"> <li>a) Provided written authorization for the administration of epinephrine;</li> <li>b) Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis;</li> <li>c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and</li> <li>d) Signed a statement releasing the BOE or nonpublic school of liability.</li> </ul>	
C.	Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders	(N.J.A.C. 6A:16-2.1(a)3)
D.	Provide Health Care	(N.J.A.C. 6A:16-2.1(a) 4)
1.	Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.	(N.J.A.C. 6A:16-2.1(a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes
2.	Isolate, exclude and re-admit any student or employee with a communicable disease	(N.J.A.C. 6A:16-2.4 (a))

District Nursing Services Plan June 26, 2023

3.	Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2(d))
4.	Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1(a) 4(iv))
5.	Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1(a)4(v))
6.	Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4)
7.	Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)10 and (N.J.A.C. 6A:16-2.3(b)3(xii))
8.	Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care.	(N.J.A.C 6A:16-2.3(b)3(i))
E.	Administer asthma related care	
1.	Obtain training for administration of medication via nebulizer	(N.J.S.A.18A:40-12.8(a) & (N.J.A.C. 6A:16-2.1(a).5.ii)
2.	Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2(e))
3.	Require Students to have a current "Asthma Action Plan	(N.J.A.C. 6A:16-2.1(a)5.iii)
F.	Health history and examinations	(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1(a)6)
1.	Provide health examination for student's without medical homes	(N.J.A.C. 6A:16-2.2(f))
G.	Establish and maintain procedures for universal precautions	(N.J.A.C. 6A:16-2.1(a)7)
H.	Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1(a)8)
I.	Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv
1.	communicable diseases, blood borne pathogens	
2.	Asthma management	
3.	Anaphylaxis and symptoms of hyperglycemia and hypoglycemia	
4.	classroom health curriculum (not CSN with a "Non-Instructional" certificate)	

District Nursing Services Plan June 26, 2023

	5. other health concerns		
J.	Provide information for:		
	1. NJ Family Care program		(N.J.A.C. 6A:16-2.2(j))
K.	Implementation of the Nurse Practice Act by.....		
L.	Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse		N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
	1. Nursing Diagnosis /Case-finding of actual or potential physical health problems		
	2. Provision of nursing care for actual or potential emotional health problems		
	3. Health teaching in health office		
	4. Health teaching in classroom		
	5. Health counseling		

## II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.3(b)3)

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.			Lincoln School	Euclyd School	Middle School	High School		
First-Aid, splinting, Ace-wrap etc.								
Dental: tooth avulsion, caries, braces, etc.								
Health Screenings Ht., Wt., & BP yearly			382	377	397	522		
Visual Acuity screening K,2,4,6,8,10			180	194	263	137		
Auditory screening K,1,2,3,7,11			231	219	134	123		
Scoliosis screening biennially age 10-18			76	71	134	243		
Diabetic Glucose testing, insulin pump management			2	1	1	2		
Mantoux/PPD testing			0	0				
Medication Administration- daily			2	2	1	1		
Medication Administration - PRN			TBD	TBD	TBD	TBD		
Nebulizer/inhalers/peak flow measurements			TBD	TBD	TBD	TBD		
Tube feedings			0	0	0	0		
Urinary catheterization			1	0	0	0		
Ventilator care			0	0	0	0		
Referral for vision evaluations			TBD	TBD	TBD	TBD		
Referral for hearing evaluations			TBD	TBD	TBD	TBD		
Referral for Alcohol and drug use/abuse testing			TBD	TBD	TBD	TBD		
Referral for pregnancy			TBD	TBD	TBD	TBD		
Nursing Diagnosis /Case-finding of actual or potential physical health problems			TBD	TBD	100	120		

## District Nursing Services Plan June 26, 2023

[illegible]



### **III. Emergency Management (N.J.A.C. 6A:16-2.1(a)4)**

(Emergency management is a description of how nursing services will be provided in all emergency situations for the entire school district. Add or delete the following services provided or not provide by your school district, respectively)

#### **A. Acute Care Management Plan:**

1. Creation and maintenance of an Emergency Management Kit ("Go-box", crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
  - a) AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet's Law Requirement)
  - b) CPR trained school nurse
  - c) Asthma Nebulizer trained nurses
  - d) Universal Precautions trained staff
  - e) CPR trained coaches/athletic trainers/teachers/staff

#### **B. IEHP's/Chronic Care Management Plans:**

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
2. Asthma Action Plan
3. Diabetic Action Plan
4. Lock-Down Health Care Action Plan
5. Shelter-In -Place Health Care Action Plan

#### **C. District Crisis Management Plan:**

1. Triage Action Plans in District Crisis Management Plan

#### **D. Community Rescue Squad and Emergency Paramedic Services**

1. Emergency response services will be activated by calling 911. The police dept. for the corresponding town will be contacted. They will then arrange for EMS and paramedics if necessary. In addition, the responding police will bring oxygen to the school when needed

#### IV. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A:16-2.3(b))

Schools →		Lic noln Sc hol	Eu cli d Sc hol	Mi ddl e Sc hol	Hi gh Sc hol				
Grade levels									
Enrollment number as of Oct. 1 <sup>st</sup> .		383	377	397	522				
Number of students receiving:									
Special Services/ IEPs									
504s				29	36				
I&Rs				22	15				
IHPs		57	43	25	30				
IEHPs				5	3				
Nursing Assignments- number of:									
N.J.A.C. 6A:9B-14.3	Certified School Nurse- CSN	1		.5	.5				
	Registered Nurse- not CSN	1	1	.125	.125				
	Licensed Practice Nurse- LPN								
N.J.A.C. 6A:9B-14.3(b)	CPR Certified	2	1	.625	.625				
N.J.A.C. 6A:9B-14.3 (b)	AED Certified	2	1	.625	.625				
N.J.A.C. 6A:16-2.1(a)5.iii	Asthma Nebulizer trained	2	1	.625	.625				
Unlicensed Assistive Personnel Assignments									
Nursing Assistants									
Health Aides									

**V. Nursing Services and Additional Medical Services provided to Non-Public Schools**

[<http://www.nj.gov/education/nonpublic/health/>]

Non-public nursing services (N.J.A.C. 6A:16-2.1(a)8)

1. Non-Public nursing services are not provided by the Hasbrouck Heights School District.

Nursing Services Plan reviewed by:

Anita Trivedi MD  
School Physician Name

[Signature]  
Signature

9/28/23

Date

Mary Neumann RN  
Head Nurse Name

[Signature]  
Signature

9/27/23

Date

H.A. Polizzi  
CSA/ Charter School Lead Name

[Signature]  
Signature

9/28/23

Date

Check Journal  
Rec and Unrec checks

Hasbrouck Heights Board of Ed.  
Hand and Machine checks

Attachment B

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Ending date 8/31/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021885	V 08/16/23	08/30/23	V175	TRACE	VENDOR NEVER RECEIVED CHI	
021886	08/21/23		1902	HAPPINESS IS CAMPING		2,500.00
021887	08/21/23		2846	HEIGHTS FLOWER SHOPPE		292.00
021888	08/21/23		T586	PANORAMA TOURS INC		1,200.00
021889	08/21/23		1873	BILL OSHEAS FLORIST		77.95
021890	08/30/23		V175	TRACE		3,000.00
069311	V 07/25/23	08/22/23	Y261	BUTLER; LASHAWN	PARENT NEVER RECEIVED CHE	(1,022.00)
069333	V 07/25/23	08/22/23	J006	HASSETT, PATRICK	EMPLOYEE NEVER UPDATED AI	(119.50)
069367	V 07/25/23	08/02/23	Z784	PURESAN HOLDINGS, LLC	HIT WRONG VENDOR	(3,692.46)
069369	V 07/25/23	08/28/23	0945	READING & WRITING PROJECT NETWORK	VENDOR CHANGED NAME	(400.00)
069387	V 07/25/23	08/09/23	1126	STIMEL, DEBBIE	CHK SENT TO OLD ADDRESS	(2,736.76)
069415	V 07/27/23	08/30/23	F862	CALDERON, PAOLA	CHECK LOST IN THE MAIL	(4,580.00)
069466	V 08/02/23	08/03/23	9153	HOUGHTON MIFFLIN HARCOURT/PREK-5TH	WRONG CHECK DATE	
069468	08/03/23		I204	BERGEN COUNTY ZOOLOGICAL PARK		340.00
069469	V 08/09/23	08/09/23	1126	STIMEL, DEBBIE	DUPLICATED WRONG ADDRESS	
069470	V 08/09/23	08/23/23	1846	STEIMEL, DEBORAH	ADDRESS AND DOLLAR INCORR	
069472	H 08/09/23		6351	COSTCO		346.39
069473	08/14/23		0372	STATE OF NEW JERSEY		652.50
069475	08/16/23		1282	UNITED STATES POSTAL SERVICE		578.89
069476	08/21/23		1859	BENSI OF HASBROUCK HEIGHTS		148.61
069477	08/21/23		1864	HEIGHTS PIZZA		127.93
069478	08/22/23		Y261	BUTLER; LASHAWN		1,022.00
069479	08/23/23		U925	PAGES PRINTING & GRAPHICS		2,417.50
069480	08/23/23		3302	SCRIPPS NATIONAL SPELLING BEE		187.50
069481	08/24/23		3021	A.T. &T		75.16
069482	08/24/23		D627	AFANDOR, ALEJANDRA		291.00
069483	08/24/23		1701	ALPINE LEARNING GROUP, INC.		17,766.84
069484	08/24/23		W764	AME INC		17,317.12
069485	08/24/23		0075	AMERICAN PAPER & SUPPLY COMPANY		1,733.64
069486	08/24/23		1173	AMOROSI; JOHN M.		250.00
069487	08/24/23		2525	AT HOME MEDICAL		20.00
069488	08/24/23		Y099	AVIATOR PUBLISHING LLC		350.00
069489	08/24/23		1845	BADRE, JEFF		300.00
069490	08/24/23		M210	BERGEN COUNT CONSORT FOR TEACH OF GIFT		100.00
069491	08/24/23		U307	BERGEN COUNTY CURRICULUM CONSORTIUM		150.00
069492	08/24/23		W034	BILINGUAL DICTIONARIES		46.05
069493	08/24/23		W796	BOOKSOURCE		6,536.70
069494	08/24/23		0222	BOROUGH OF HASBROUCK HEIGHTS		438.78
069495	08/24/23		Y121	BRESCIA, AVA		97.00

Check Journal  
Rec and Unrec checks

Hasbrouck Heights Board of Ed.  
Hand and Machine checks

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069496	08/24/23		X990	BUTLER ENGINEERING ASSOCIATES, INC.		7,300.00
069497	08/24/23		9024	CABLEVISION LIGHTPATH		1,047.44
069498	08/24/23		O599	CANON FINANCIAL SERVICES, INC		16,138.78
069499	08/24/23		O354	CENTER FOR CHILDRENS BEHAVIORAL HEALTH		11,970.00
069500	08/24/23		K075	COLANERI, MIA		48.50
069501	08/24/23		2878	COLONIAL SPRINKLER & LIGHTING		745.00
069502	08/24/23		J295	CONQUER MATHEMATICS, LLC		2,448.59
069503	08/24/23		1427	COSKEYS ELECTRONIC SYSTEMS INC.		448.00
069504	08/24/23		O715	CRISIS PREVENTION INSTITUTE, INC		200.00
069505	08/24/23		0333	D & L Paving Contractors		44,800.00
069506	08/24/23		X654	DAMMANN, CALEB		194.00
069507	08/24/23		1505	DAVID GREGORY SCHOOL, INC.		23,050.21
069508	08/24/23		C211	DE CICCIO, EVAN		194.00
069509	08/24/23		P478	DEGENNARO, CLAUDIA		48.50
069510	08/24/23		1033	DELL FINANCIAL SERVICES		27,904.67
069511	08/24/23		1150	DELTA DENTAL		25,000.57
069512	08/24/23		2994	DERON SCHOOL OF NJ, INC.		11,335.20
069513	08/24/23		O383	DIAZ, SIBYLLA		48.50
069514	08/24/23		0730	DIRECT ENERGY BUSINESS		1,599.56
069515	08/24/23		2321	DUFF & PHELPS HOLDINGS CORPORATION		2,000.00
069516	08/24/23		R167	EDPUZZLE		2,650.00
069517	08/24/23		5010	EI ASSOCIATES		22,005.00
069518	08/24/23		V171	ESPINAS, CRISSELLE ANNE		48.50
069519	08/24/23		2200	EXEMPLARS, INC		1,762.80
069520	08/24/23		U469	FEDE, ISABELLA		97.00
069521	08/24/23		L383	FILE BANK INC		343.10
069522	08/24/23		0521	FITNESS LIFESTYLES, INC.		1,597.00
069523	08/24/23		1480	FORUM SCHOOL		16,524.00
069524	08/24/23		2255	FUN FIT THERAPY LLC		878.75
069525	08/24/23		0248	GROUND PRO, INC		2,858.96
069526	08/24/23		1038	HANNON FLOORS COVERING CORP		6,810.80
069527	08/24/23		J006	HASSETT, PATRICK		119.50
069528	08/24/23		4011	HEINEMANN PUBLISHING COMPANY		21,602.77
069529	08/24/23		0716	HOME DEPOT		2,066.90
069530	08/24/23		U814	HUDL		2,197.00
069531	08/24/23		0728	HUDSON UNITED GLASS CORP		1,475.00
069532	08/24/23		C131	IN-LINE AIR CONDITIONING CO, INC		16,951.70
069533	08/24/23		E874	IXL LEARNING, INC		23,863.00
069534	08/24/23		8722	J & H RADIO		20,249.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069535	08/24/23		1123	JOHN WILEY & SONS, INC		934.41
069536	08/24/23		0710	JOHNSON CONTROLS SECURITY SOLUTIONS		676.28
069537	08/24/23		V629	JOSTENS/ MERIDIAN		1,530.00
069538	08/24/23		Q684	KENCOR, INC.		412.00
069539	08/24/23		T508	KS STATEBANK		15,113.16
069540	08/24/23		1001	LANDTEK GROUP,INC.(THE)		3,750.00
069541	08/24/23		O195	LOOR, JOFFRE		194.00
069542	08/24/23		7385	MACHADO LAW GROUP, LLC		2,376.00
069543	08/24/23		1958	MAGIC TOUCH CONSTRUCTION CO., INC		4,055.74
069544	08/24/23		T513	MARTINEZ, ROMEO		97.00
069545	08/24/23		1880	MASTER GRINDING & SECURITY		769.00
069546	08/24/23		1016	METRO FIRE & SAFETY CO.		4,322.75
069547	08/24/23		1364	MINDCROSS TRAINING AND CONSULTING, LLC		2,800.00
069548	08/24/23		X671	NDOCAJ, ANGELA		48.50
069549	08/24/23		V885	NETELKOS, STEPHANIE		1,160.00
069550	08/24/23		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		3,000.00
069551	08/24/23		E418	NJ ASSOCIATION OF DESIGNATED PERSONS		125.00
069552	08/24/23		4250	NJ PRINCIPALS & SUPVSR'S ASSOC		2,570.00
069553	08/24/23		P670	NJSCHOOLJOBS		250.00
069554	08/24/23		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		51.40
069555	08/24/23		B064	NORTHEASTERN INTERIOR SERVICES LLC		534,596.86
069556	08/24/23		P547	NOTABLE INC.		4,212.00
069557	08/24/23		8838	ON-SITE FLEET SERVICE		517.81
069558	08/24/23		4336	OPTIMUM		284.83
069559	08/24/23		1245	PARAMOUNT EXTERMINATING		715.00
069560	08/24/23		X620	PASSAIC COUNTY PARKS DEPARTMENT		25.00
069561	08/24/23		1265	PCL SOLUTIONS INC		10,780.00
069562	08/24/23		1501	PHOENIX CENTER, INC.		14,772.45
069563	08/24/23		A393	PLATON, ALEXANDRU		291.00
069564	08/24/23		Z050	POWER-FLO TECHNOLOGIES, INC.		440.00
069565	08/24/23		2144	POWERSCHOOL GROUP LLC/SEVERIN INTERMEI		9,500.07
069566	V 08/24/23	08/24/23		00.0 \$ Multi Stub Void	#069567 Stub	
069567	08/24/23		2328	PSE & GCO		22,269.94
069568	08/24/23		P558	REGAL STAMP & SIGN CO., INC		51.50
069569	08/24/23		1740	RIDDEL/ALL AMERICAN SPORTS CORP		5,887.02
069570	08/24/23		2000	SCHOOL HEALTH CORP.		254.31
069571	08/24/23		1579	SCHOOL SPECIALTY, LLC		198.87
069572	08/24/23		Q047	SCHOOLWIDE, INC		12,196.29
069573	08/24/23		4360	SCUILLA; MICHAEL		288.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069574	08/24/23		2580	SMALLWOOD LOCK SUPPLY, INC.		1,169.25
069575	08/24/23		P398	SOR CONSULTING ENGINEERS, INC		1,339.00
069576	08/24/23		2322	SOUTH BERGEN JOINTURE COMM.		63,033.63
069577	08/24/23		K092	SPEEDY LUBEOF MAYWOOD, INC		50.78
069578	08/24/23		2070	STANS SPORTS CENTER		3,501.50
069579	08/24/23		K581	STAPLES, INC / ED DATA		2,444.61
069580	08/24/23		1846	STEIMEL, DEBORAH		593.15
069581	08/24/23		2427	STOCKTON UNIVERSITY		106.00
069582	08/24/23		2024	THE SHERWIN WILLIAMS CO.		929.76
069583	08/24/23		G333	TOLEDO, SOFIA		97.00
069584	08/24/23		7808	TRUGREEN		1,470.00
069585	08/24/23		Q524	UNITED BUSINESS SYSTEMS		9,748.06
069586	08/24/23		L673	URGILES, SHANTAL		97.00
069587	08/24/23		0639	VEOLIA WATER OF NEW JERSEY		3,315.47
069588	08/24/23		4454	VERIZON		2,450.45
069589	08/24/23		2588	VERIZON WIRELESS		1,417.67
069590	08/24/23		U338	VOCABULARY.COM/THINKMAP, INC.		2,250.00
069591	08/24/23		4427	W.B. MASON CO., INC.		6,944.40
069592	08/24/23		4230	WEATHER PROOFING TECH., INC.		865.65
069593	08/24/23		2370	WILLIAM H. SADLIER		6,466.62
069594	08/24/23		Z819	WISCONSIN CENTER FOR ED PROD & SERVICES		927.00
069595	08/24/23		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		855.00
069596	08/28/23		F907	TEACHER COLLEGE READING WRITING PROJEC		400.00
069597	08/30/23		E833	BAGEL RUN		375.00
069598	08/30/23		F862	CALDERON, PAOLA		4,580.00
A64294	08/14/23		1913	PHOENIX ADVISORS, LLC	Payment of Bond Principal Due	970,000.00
A64295	08/14/23		1913	PHOENIX ADVISORS, LLC	Payment of Bond Interest Due	48,856.25
A64443	08/31/23		PAY	HASBROUCK HEIGHTS PAYROLL		438,551.58
A64445	08/15/23		0271	PRUDENTIAL RETIREMENT(DCRP)	AUGUST DCRP	200.15
A64446	08/31/23		7269	HASBROUCK HEIGHTS PR AGENCY	AUG BOARD SHARE FICA	23,190.42
A64447	08/31/23		1159	STATE OF NJ HEALTH BENEFITS	AUG HEALTH BENEFITS	414,893.01
A64448	08/31/23		7269	HASBROUCK HEIGHTS PR AGENCY		9,447.27

Starting date 8/1/2023

Ending date 8/31/2023

Fund Totals	
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10	General Funds	\$9,447.27
11	GENERAL FUND	\$1,287,144.71
12	Capital Outlay	\$468,594.86
20	Special Revenue Fund	\$125,438.55
40	Debt Service Fund	\$1,018,856.25
60	Enterprise Fund	\$131,965.42
95	STUDENT ACTIVITY	\$7,069.95
Total for all checks listed		\$3,048,517.01

Prepared and submitted by:

Robert Brown

Board Secretary

8/31/23

Date



Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Assets and Resources

**Assets:**

101	Cash in bank		\$5,131,498.02
102-106	Cash Equivalents		\$1,167.02
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$30,400,216.00

Accounts Receivable:

132	Interfund	\$2,293.00	
141	Intergovernmental - State	\$3,718,289.97	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$3,720,582.97

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$37,073,267.00	
302	Less Revenues	(\$36,778,588.77)	\$294,678.23

**Total assets and resources**

**\$39,548,142.24**

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$2,230.19
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$2,230.19</b>

Report of the Secretary to the Board of Education  
Hasbrouck Heights Board of Ed.

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Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$34,180,428.58

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$1,489,903.01	
604	Add: Increase in Capital Reserve	\$3,000.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$1,492,903.01
762	Reserve for Adult Education		\$182,430.54
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$200,000.00	
606	Add: Increase in Maintenance Reserve	\$500.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$200,500.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$40,070,739.98	
602	Less: Expenditures (\$3,425,041.00)		
	Less: Encumbrances (\$31,053,274.95)	(\$34,478,315.95)	\$5,592,424.03
	Total appropriated		\$41,648,686.16
	Unappropriated:		
770	Fund balance, July 1		\$898,198.87
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,000,972.98)
	Total fund balance		\$39,545,912.05
	Total liabilities and fund equity		\$39,548,142.24

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$40,070,739.98	\$34,478,315.95	\$5,592,424.03
Revenues	(\$37,073,267.00)	(\$36,778,588.77)	(\$294,678.23)
Subtotal	<u>\$2,997,472.98</u>	<u>(\$2,300,272.82)</u>	<u>\$5,297,745.80</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$3,000.00	(\$1,489,903.01)	\$1,492,903.01
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,472.98</u>	<u>(\$3,790,175.83)</u>	<u>\$6,790,648.81</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,472.98</u>	<u>(\$3,790,175.83)</u>	<u>\$6,790,648.81</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$500.00	(\$200,000.00)	\$200,500.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,000,972.98</u>	<u>(\$3,990,175.83)</u>	<u>\$6,991,148.81</u>

Prepared and submitted by :

Robert Brown

Board Secretary

8/31/23

Date

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	33,494,284	0	33,494,284	33,396,393	Under	97,891
00520	SUBTOTAL – Revenues from State Sources	3,546,277	0	3,546,277	3,381,393	Under	164,884
00570	SUBTOTAL – Revenues from Federal Sources	32,206	0	32,206	803	Under	31,403
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		37,073,267	0	37,073,267	36,778,589		294,678
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,926,230	109,480	11,035,710	423,132	10,199,311	413,267
10300	Total Special Education - Instruction	3,686,733	0	3,686,733	6,422	3,671,825	8,487
11160	Total Basic Skills/Remedial – Instruct.	173,945	0	173,945	0	173,445	500
12160	Total Bilingual Education – Instruction	226,930	0	226,930	0	225,383	1,547
17100	Total School-Sponsored Co/Extra Curricul	285,000	131	285,131	23,331	242,236	19,564
17600	Total School-Sponsored Athletics – Instr	586,286	9,351	595,637	31,388	450,003	114,246
20620	Total Summer School	80,500	0	80,500	48,017	6,983	25,500
29180	Total Undistributed Expenditures - Instr	3,217,146	6,885	3,224,031	74,519	399,505	2,750,007
29680	Total Undistributed Expenditures – Atten	136,518	0	136,518	21,834	114,684	0
30620	Total Undistributed Expenditures – Healt	431,045	(1,530)	429,515	0	372,480	57,036
40580	Total Undistributed Expend – Speech, OT,	934,940	15,656	950,596	16,801	712,543	221,252
41080	Total Undist. Expend. – Other Supp. Serv	748,162	0	748,162	11,430	483,295	253,437
41660	Total Undist. Expend. – Guidance	777,922	2,000	779,922	26,777	751,222	1,923
42200	Total Undist. Expend. – Child Study Team	1,028,836	0	1,028,836	49,474	969,894	9,467
43200	Total Undist. Expend. – Improvement of I	271,182	0	271,182	25,510	241,182	4,490
43620	Total Undist. Expend. – Edu. Media Serv.	462,660	0	462,660	41,777	406,037	14,846
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	106	0	7,894
45300	Support Serv. - General Admin	643,438	12,166	655,604	153,378	378,799	123,427
46160	Support Serv. - School Admin	1,391,008	65	1,391,073	232,471	1,122,543	36,059
47200	Total Undist. Expend. – Central Services	443,700	250	443,950	60,957	317,718	65,275
47620	Total Undist. Expend. – Admin. Info. Tec	175,888	221	176,109	21,757	92,678	61,674
51120	Total Undist. Expend. – Oper. & Maint. O	3,008,619	1,122,930	4,131,549	531,290	3,113,296	486,963
52480	Total Undist. Expend. – Student Transpor	1,195,941	20,188	1,216,129	69,599	1,053,123	93,407
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	6,073,133	0	6,073,133	1,086,476	4,520,506	466,151
75880	TOTAL EQUIPMENT	0	15,400	15,400	10,780	4,620	0
76260	Total Facilities Acquisition and Constr	356,005	1,487,779	1,843,784	457,815	1,029,964	356,005
Total		37,269,767	2,800,973	40,070,740	3,425,041	31,053,275	5,592,424

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		33,144,765	0	33,144,765	33,144,765		0
00260	10-1910	Rents and Royalties		66,000	0	66,000	0	Under	66,000
00300	10-1___	Unrestricted Miscellaneous Revenues		280,519	0	280,519	251,628	Under	28,891
00340	10-1___	Interest Earned on Capital Reserve Funds		3,000	0	3,000	0	Under	3,000
00420	10-3121	Categorical Transportation Aid		143,130	0	143,130	143,130		0
00430	10-3131	Extraordinary Aid		164,884	0	164,884	0	Under	164,884
00440	10-3132	Categorical Special Education Aid		1,613,865	0	1,613,865	1,613,865		0
00460	10-3176	Equalization Aid		1,438,890	0	1,438,890	1,438,890		0
00470	10-3177	Categorical Security Aid		185,508	0	185,508	185,508		0
00540	10-4200	Medicaid Reimbursement		32,206	0	32,206	803	Under	31,403
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				37,073,267	0	37,073,267	36,778,589		294,678

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		76,500	0	76,500	0	76,500	0
02080	11-110-___-101	Kindergarten – Salaries of Teachers		462,920	0	462,920	0	462,920	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,361,872	0	3,361,872	2,704	3,359,168	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		2,348,699	0	2,348,699	0	2,348,699	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,469,522	0	3,469,522	6,356	3,463,166	0
03000	11-190-1___-106	Other Salaries for Instruction		53,670	0	53,670	0	53,670	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		127,750	7,250	135,000	8,250	10,011	116,738
03040	11-190-1___-340	Purchased Technical Services		350,863	0	350,863	154,246	110,963	85,654
03060	11-190-1___-4-5	Other Purchased Services (400-500 series		377,914	0	377,914	244,620	44,526	88,768
03080	11-190-1___-610	General Supplies		231,520	2,230	233,750	24,253	149,246	60,251
03100	11-190-1___-640	Textbooks		49,000	89,000	138,000	(19,377)	107,065	50,311
03120	11-190-1___-8___	Other Objects		16,000	11,000	27,000	2,079	13,377	11,545
04500	11-204-100-101	Salaries of Teachers		144,692	0	144,692	624	144,068	0
04520	11-204-100-106	Other Salaries for Instruction		105,340	0	105,340	2,500	102,840	0
04600	11-204-100-610	General Supplies		1,000	0	1,000	0	214	786
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,495,316	0	2,495,316	224	2,495,092	0
07020	11-213-100-106	Other Salaries for Instruction		651,370	0	651,370	2,500	648,870	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	0	2,131	5,869
08500	11-216-100-101	Salaries of Teachers		179,845	0	179,845	0	179,845	0
08520	11-216-100-106	Other Salaries for Instruction		53,670	0	53,670	0	53,670	0
08600	11-216-100-6___	General Supplies		2,000	0	2,000	143	524	1,332
09260	11-219-100-101	Salaries of Teachers		45,000	0	45,000	431	44,570	0
11000	11-230-100-101	Salaries of Teachers		173,445	0	173,445	0	173,445	0
11100	11-230-100-610	General Supplies		500	0	500	0	0	500
12000	11-240-100-101	Salaries of Teachers		225,230	0	225,230	0	225,230	0
12100	11-240-100-610	General Supplies		1,500	0	1,500	0	153	1,347
12120	11-240-100-640	Textbooks		200	0	200	0	0	200

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17000	11-401-100-1__	Salaries	260,000	0	260,000	23,331	236,669	0
17040	11-401-100-6__	Supplies and Materials	16,000	(436)	15,564	0	0	15,564
17060	11-401-100-8__	Other Objects	9,000	567	9,567	0	5,567	4,000
17500	11-402-100-1__	Salaries	373,786	0	373,786	6,680	367,106	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	67,000	169	67,169	10,291	0	56,878
17540	11-402-100-6__	Supplies and Materials	105,000	9,182	114,182	11,004	77,622	25,556
17560	11-402-100-8__	Other Objects	40,500	0	40,500	3,413	5,275	31,812
20000	11-422-100-101	Salaries of Teachers	30,000	0	30,000	26,128	3,872	0
20020	11-422-100-106	Other Salaries of Instruction	25,000	0	25,000	21,889	3,111	0
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	0	25,000	0	0	25,000
20120	11-422-100-610	General Supplies	500	0	500	0	0	500
29020	11-000-100-562	Tuition to Other LEAs within the State -	502,764	0	502,764	0	8,280	494,484
29040	11-000-100-563	Tuition to County Voc. School District-R	715,464	0	715,464	0	0	715,464
29060	11-000-100-564	Tuition to County Voc. School District-S	368,550	0	368,550	0	0	368,550
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	568,362	0	568,362	0	0	568,362
29100	11-000-100-566	Tuition to Priv. School for the Disabled	892,693	0	892,693	74,519	233,441	584,733
29140	11-000-100-568	Tuition – State Facilities	18,414	0	18,414	0	0	18,414
29160	11-000-100-569	Tuition – Other	150,899	6,885	157,784	0	157,784	0
29500	11-000-211-1__	Salaries	136,518	0	136,518	21,834	114,684	0
30500	11-000-213-1__	Salaries	356,545	0	356,545	0	356,545	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	(2,000)	58,000	0	8,000	50,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	0	7,464	3,536
30600	11-000-213-8__	Other Objects	3,500	470	3,970	0	470	3,500
40500	11-000-216-1__	Salaries	230,240	0	230,240	932	229,308	0
40520	11-000-216-320	Purchased Professional – Educational Ser	697,700	14,844	712,544	15,869	480,090	216,585
40540	11-000-216-6__	Supplies and Materials	6,000	812	6,812	0	3,145	3,667
40560	11-000-216-8__	Other Objects	1,000	0	1,000	0	0	1,000
41000	11-000-217-1__	Salaries	454,825	0	454,825	2,500	452,325	0
41020	11-000-217-320	Purchased Professional – Educational Ser	293,337	0	293,337	8,930	30,970	253,437
41500	11-000-218-104	Salaries of Other Professional Staff	775,172	0	775,172	23,950	751,222	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	0	500	0	0	500
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	250	(220)	30	0	0	30
41620	11-000-218-6__	Supplies and Materials	750	290	1,040	257	0	783
41640	11-000-218-8__	Other Objects	1,250	1,930	3,180	2,570	0	610
42000	11-000-219-104	Salaries of Other Professional Staff	894,350	0	894,350	27,867	866,483	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	121,486	0	121,486	20,747	100,739	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	4,000	0	4,000	0	0	4,000
42160	11-000-219-6__	Supplies and Materials	7,000	0	7,000	0	2,673	4,327
42180	11-000-219-8__	Other Objects	2,000	0	2,000	860	0	1,140
43020	11-000-221-104	Salaries of Other Professional Staff	265,682	0	265,682	24,500	241,182	0
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	0	0	3,000

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43180	11-000-221-8__	Other Objects	2,500	0	2,500	1,010	0	1,490
43500	11-000-222-1__	Salaries	442,960	0	442,960	41,777	401,183	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	13,000	0	13,000	0	4,854	8,146
43600	11-000-222-8__	Other Objects	700	0	700	0	0	700
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	8,000	0	8,000	106	0	7,894
45000	11-000-230-1__	Salaries	316,149	(10,000)	306,149	57,482	228,667	20,000
45040	11-000-230-331	Legal Services	65,000	1,500	66,500	2,376	63,939	185
45060	11-000-230-332	Audit Fees	40,500	0	40,500	0	0	40,500
45100	11-000-230-339	Other Purchased Professional Services	20,000	6,874	26,874	10,080	399	16,395
45120	11-000-230-340	Purchased Technical Services	16,500	829	17,329	1,339	11,550	4,440
45140	11-000-230-530	Communications/Telephone	75,975	2,663	78,638	5,936	58,595	14,108
45160	11-000-230-585	BOE Other Purchased Services	2,500	0	2,500	0	0	2,500
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	67,306	0	67,306	61,708	51	5,547
45200	11-000-230-610	General Supplies	7,000	0	7,000	868	443	5,689
45260	11-000-230-890	Miscellaneous Expenditures	17,208	300	17,508	10,914	300	6,294
45280	11-000-230-895	BOE Membership Dues and Fees	15,300	10,000	25,300	2,675	14,855	7,770
46000	11-000-240-103	Salaries of Principals/Assistant Princip	910,712	0	910,712	151,167	759,545	0
46020	11-000-240-104	Salaries of Other Professional Staff	151,759	0	151,759	25,293	126,466	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	272,537	0	272,537	46,790	225,747	0
46120	11-000-240-6__	Supplies and Materials	40,000	65	40,065	3,901	10,785	25,378
46140	11-000-240-8__	Other Objects	16,000	0	16,000	5,320	0	10,681
47000	11-000-251-1__	Salaries	413,700	0	413,700	58,570	305,130	50,000
47040	11-000-251-340	Purchased Technical Services	16,500	0	16,500	2,000	6,910	7,590
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	500	0	500	0	0	500
47100	11-000-251-6__	Supplies and Materials	10,000	250	10,250	137	5,678	4,435
47180	11-000-251-890	Other Objects	3,000	0	3,000	250	0	2,750
47500	11-000-252-1__	Salaries	110,463	0	110,463	18,410	92,053	0
47540	11-000-252-340	Purchased Technical Services	4,000	0	4,000	0	0	4,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	16,000	0	16,000	0	0	16,000
47580	11-000-252-6__	Supplies and Materials	44,925	221	45,146	3,347	626	41,174
47600	11-000-252-8__	Other Objects	500	0	500	0	0	500
48500	11-000-261-1__	Salaries	130,066	0	130,066	21,511	108,555	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	210,000	1,006,601	1,216,601	89,935	1,098,669	27,997
48540	11-000-261-610	General Supplies	15,000	15,000	30,000	0	24,259	5,741
48560	11-000-261-8__	Other Objects	500	0	500	125	0	375
49000	11-000-262-1__	Salaries	993,391	0	993,391	142,118	851,273	0
49020	11-000-262-107	Salaries of Non-Instructional Aides	174,713	0	174,713	1,738	170,701	2,274
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	150,000	173	150,173	12,129	116,961	21,083
49120	11-000-262-490	Other Purchased Property Services	55,000	0	55,000	11,053	43,947	0
49140	11-000-262-520	Insurance	270,590	0	270,590	154,503	0	116,088



Starting date 7/1/2023 Ending date 8/31/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49160	11-000-262-590	Miscellaneous Purchased Services	22,000	0	22,000	1,029	3,471	17,500
49180	11-000-262-610	General Supplies	175,000	0	175,000	24,341	146,388	4,271
49200	11-000-262-621	Energy (Natural Gas)	120,000	28,691	148,691	770	107,921	40,000
49220	11-000-262-622	Energy (Electricity)	240,000	40,893	280,893	23,100	249,051	8,742
49280	11-000-262-8__	Other Objects	19,200	0	19,200	3,549	1,904	13,747
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	92,000	11,323	103,323	8,794	41,646	52,883
50060	11-000-263-610	General Supplies	1,000	0	1,000	0	0	1,000
50080	11-000-263-8__	Other Objects	250	0	250	0	0	250
51000	11-000-266-1__	Salaries	95,018	0	95,018	0	95,018	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	140,000	0	140,000	0	0	140,000
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	103,641	(1,700)	101,941	15,108	51,956	34,877
51060	11-000-266-610	General Supplies	1,000	21,949	22,949	21,287	1,577	85
51080	11-000-266-8__	Other Objects	250	0	250	200	0	50
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -	40,000	0	40,000	4,440	35,560	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	5,000	0	5,000	0	5,000	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	0	15,000	619	9,482	4,899
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	13,685	0	13,685	1,022	5,110	7,553
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	80,000	0	80,000	0	0	80,000
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	212,366	4,834	217,200	12,985	204,215	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	818,890	15,353	834,243	50,049	784,195	0
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	439	9,561	0
52460	11-000-270-8__	Other objects	1,000	0	1,000	46	0	954
71020	11-000-291-220	Social Security Contributions	406,000	0	406,000	41,385	358,615	6,000
71060	11-000-291-241	Other Retirement Contributions - PERS	457,601	0	457,601	610	449,390	7,601
71140	11-000-291-250	Unemployment Compensation	30,000	0	30,000	0	0	30,000
71160	11-000-291-260	Workmen's Compensation	161,530	0	161,530	149,373	0	12,157
71180	11-000-291-270	Health Benefits	4,978,002	(15,000)	4,963,002	856,238	3,719,399	387,365
71200	11-000-291-280	Tuition Reimbursement	40,000	0	40,000	25,143	6,779	8,078
71220	11-000-291-290	Other Employee Benefits	0	15,000	15,000	13,726	(13,676)	14,950
75680	12-000-252-73_	Undistributed Expenditures - Admin. Info	0	15,400	15,400	10,780	4,620	0
76080	12-000-400-450	Construction Services	349,147	1,487,779	1,836,926	457,815	1,029,964	349,147
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			37,269,767	2,800,973	40,070,740	3,425,041	31,053,275	5,592,424

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		(\$549,118.76)
102-106	Cash Equivalents		\$184,522.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	(\$0.83)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$0.83)
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$1,815,036.00	
302	Less Revenues	(\$132,545.67)	\$1,682,490.33
<b>Total assets and resources</b>			<b><u>\$1,317,892.74</u></b>

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$549,118.76)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$69.95
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$35,438.43
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$200,915.31
<b>Total liabilities</b>		<b>\$236,423.69</b>

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$1,800,708.38

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,643,128.24	
602	Less: Expenditures (\$150,847.55)		
	Less: Encumbrances (\$1,336,653.62)	(\$1,487,501.17)	\$2,155,627.07
	Total appropriated		\$3,956,335.45

Unappropriated:

770	Fund balance, July 1	(\$1,046,774.16)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$1,828,092.24)

Total fund balance

\$1,081,469.05

Total liabilities and fund equity

\$1,317,892.74

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,643,128.24	\$1,487,501.17	\$2,155,627.07
Revenues	(\$1,815,036.00)	(\$132,545.67)	(\$1,682,490.33)
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,828,092.24</u>	<u>\$1,354,955.50</u>	<u>\$473,136.74</u>

Prepared and submitted by :

Robert Brown

Board Secretary

8/31/23

Date

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	67,500	0	67,500	4,500	Under	63,000
00770	Total Revenues from State Sources	257,178	0	257,178	37,470	Under	219,708
00830	Total Revenues from Federal Sources	1,490,358	0	1,490,358	90,576	Under	1,399,782
Total		1,815,036	0	1,815,036	132,546		1,682,490
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		37,844	61,160	99,004	973	0	98,031
84100	Local Projects	0	1,332,850	1,332,850	3,900	164,100	1,164,850
84200	Student Activity Fund	65,000	0	65,000	0	0	65,000
84220	Scholarship Fund	2,500	0	2,500	0	0	2,500
88000	Nonpublic Textbooks	15,470	197	15,667	0	15,330	337
88020	Nonpublic Auxiliary Services	81,482	43,423	124,905	0	111,526	13,379
88040	Nonpublic Handicapped Services	71,215	8,405	79,620	0	56,389	23,231
88060	Nonpublic Nursing Services	26,522	5,998	32,520	0	32,520	0
88080	Nonpublic Technology Initiative	9,845	3,434	13,279	0	12,303	976
88140	Other	13,668	17,000	30,668	0	13,668	17,000
88740	Total Federal Projects	1,491,490	355,625	1,847,115	145,975	930,817	770,323
Total		1,815,036	1,828,092	3,643,128	150,848	1,336,654	2,155,627

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue		65,000	0	65,000	0	Under	65,000
00738	20-1770	Scholarship Fund Revenue		2,500	0	2,500	0	Under	2,500
00740	20-1___	Other Revenue from Local Sources		0	0	0	4,500		(4,500)
00765	20-32__	Other Restricted Entitlements		257,178	0	257,178	37,470	Under	219,708
00775	20-441[1-6]	Title I		132,892	0	132,892	0	Under	132,892
00780	20-445[1-5]	Title II		27,698	0	27,698	600	Under	27,098
00785	20-449[1-4]	Title III		32,436	0	32,436	651	Under	31,785
00790	20-447[1-4]	Title IV		10,000	0	10,000	0	Under	10,000
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		454,658	0	454,658	39,614	Under	415,044
00806	20-4541	ARP ESSER Accel. Learning Coaching Supt		146,263	0	146,263	0	Under	146,263
00808	20-4543	ARP ESSER Evidence Based Bynd Sch Day		40,000	0	40,000	0	Under	40,000
00809	20-4544	ARP ESSER NJTSS Mental Health Support		0	0	0	21,600		(21,600)
00814	20-4540	ARP - ESSER		646,411	0	646,411	21,872	Under	624,539
00823	20-4534	CRRSA Act - ESSER II		0	0	0	3,640		(3,640)
00824	20-4535	CRRSA Act - Learning Acceleration Grant		0	0	0	2,599		(2,599)
Total				1,815,036	0	1,815,036	132,546		1,682,490

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				37,844	61,160	99,004	973	0	98,031
84100	20-___-___	Local Projects		0	1,332,850	1,332,850	3,900	164,100	1,164,850
84200	20-475-___	Student Activity Fund		65,000	0	65,000	0	0	65,000
84220	20-476-___	Scholarship Fund		2,500	0	2,500	0	0	2,500
88000	20-501-___	Nonpublic Textbooks		15,470	197	15,667	0	15,330	337
88020	20-50[-2-5]-___	Nonpublic Auxiliary Services		81,482	43,423	124,905	0	111,526	13,379
88040	20-50[-6-8]-___	Nonpublic Handicapped Services		71,215	8,405	79,620	0	56,389	23,231
88060	20-509-___	Nonpublic Nursing Services		26,522	5,998	32,520	0	32,520	0
88080	20-510-___	Nonpublic Technology Initiative		9,845	3,434	13,279	0	12,303	976
88140	20-___-___	Other		13,668	17,000	30,668	0	13,668	17,000
88500	20-___-___	Title I		132,892	91,418	224,310	9,867	76,146	138,297
88520	20-___-___	Title II		27,698	41,775	69,473	12,249	45,634	11,590
88540	20-___-___	Title III		32,436	(4,772)	27,664	2,126	3,307	22,232
88560	20-___-___	Title IV		10,000	(8,970)	1,030	0	1,030	0
88620	20-___-___	I.D.E.A. Part B (Handicapped)		454,658	82,771	537,429	0	437,912	99,517
88641	20-223-___	ARP-IDEA Basic Grant Program		0	60,745	60,745	0	0	60,745
88642	20-224-___	ARP-IDEA Preschool Grant Program		0	7,711	7,711	0	0	7,711
88700	20-___-___	Other		1,132	0	1,132	0	0	1,132
88709	20-483-___	CRRSA Act - ESSER II Grant Program		0	33,116	33,116	1,398	31,719	0
88710	20-484-___	CRRSA Act - Learning Acceleration Grant		0	16,686	16,686	2,814	13,871	0
88713	20-487-___	ARP-ESSER Grant Program		646,411	20,258	666,669	117,521	284,041	265,107
88714	20-488-___	ARP ESSER Accel. Learning Coaching Supt		146,263	0	146,263	0	0	146,263
88715	20-489-___	ARP ESSER Evidence Based Summer Enrich		0	14,886	14,886	0	0	14,886
88716	20-490-___	ARP ESSER Evidence Based Bynd Sch Day		40,000	0	40,000	0	37,157	2,843

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 20 Special Revenue Fund

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88716 20-490-____ ARP ESSER Evidence Based Bynd Sch Day	40,000	0	40,000	0	37,157	2,843
Total	1,815,036	1,828,092	3,643,128	150,848	1,336,654	2,155,627



Starting date 7/1/2023 Ending date 8/31/2023 Fund: 30 Capital Projects Fund

Assets and Resources

**Assets:**

101	Cash in bank		(\$406,985.61)
102-106	Cash Equivalents		\$590,097.55
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$183,111.94**

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$406,985.61)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$2,293.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$2,293.00</b>

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances			\$2,165,164.58
Reserved Fund Balance:				
761	Capital Reserve Account - July 1		\$0.00	
604	Add: Increase in Capital Reserve		\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs		\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs		\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service		\$0.00	\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1		\$0.00	
605	Add: Increase in Sale/Leaseback Reserve		\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve		\$0.00	\$0.00
764	Maintenance Reserve Account - July 1		\$0.00	
606	Add: Increase in Maintenance Reserve		\$0.00	
310	Less: Bud. w/d from Maintenance Reserve		\$0.00	\$0.00
765	Tuition Reserve Account - July 1		\$0.00	
311	Less: Bud. w/d from Tuition Reserve		\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1		\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve		\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve		\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1		\$0.00	
610	Add: Increase in Bus Advertising Reserve		\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve		\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1		\$0.00	
611	Add: Increase in Federal Impact Aid (General)		\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)		\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1		\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)		\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)		\$0.00	\$0.00
769	Unemployment Fund - July 1		\$0.00	
	Add: Increase in Unemployment Fund		\$0.00	
678	Less: Bud. w/d from Unemployment Fund		\$0.00	\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$301,344.57	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$301,344.57)	(\$301,344.57)	\$0.00
	Total appropriated			\$2,165,164.58

Unappropriated:

770	Fund balance, July 1			(\$1,683,001.07)
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$301,344.57)

Total fund balance				<b>\$180,818.94</b>
Total liabilities and fund equity				<b>\$183,111.94</b>

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$301,344.57	\$301,344.57	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>

Prepared and submitted by :

Robert Brown

Board Secretary

8/31/23

Date

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 30 Capital Projects Fund

Expenditures:

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	301,345	301,345	0	301,345	0
Total		0	301,345	301,345	0	301,345	0

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 30 Capital Projects Fund

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89080 30-000-4__-45_ Construction Services	0	301,345	301,345	0	301,345	0
Total	0	301,345	301,345	0	301,345	0

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 40 Debt Service Fund

Assets and Resources

**Assets:**

101	Cash in bank		(\$773,956.00)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$799,555.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$1,052,244.00	
302	Less Revenues	(\$1,045,019.00)	\$7,225.00

**Total assets and resources**

**\$32,824.00**

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash Overdraft	(\$773,956.00)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>



Report of the Secretary to the Board of Education  
Hasbrouck Heights Board of Ed.

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Starting date 7/1/2023 Ending date 8/31/2023 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$1,052,244.00
602	Less: Expenditures (\$1,018,856.25)	
	Less: Encumbrances \$0.00 (\$1,018,856.25)	\$33,387.75
	Total appropriated	\$33,387.75

Unappropriated:

770	Fund balance, July 1	(\$563.75)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	<b>\$32,824.00</b>
Total liabilities and fund equity	<b><u>\$32,824.00</u></b>

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,052,244.00	\$1,018,856.25	\$33,387.75
Revenues	(\$1,052,244.00)	(\$1,045,019.00)	(\$7,225.00)
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>

Prepared and submitted by :

Dolent Brown

Board Secretary

8/31/23

Date

Report of the Secretary to the Board of Education  
Hasbrouck Heights Board of Ed.

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Starting date 7/1/2023 Ending date 8/31/2023 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	824,555	0	824,555	824,555		0
0093A	Other	227,689	0	227,689	220,464	Under	7,225
Total		1,052,244	0	1,052,244	1,045,019		7,225
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,052,244	0	1,052,244	1,018,856	0	33,388
Total		1,052,244	0	1,052,244	1,018,856	0	33,388

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 40 Debt Service Fund

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860 40-1210 Local Tax Levy	824,555	0	824,555	824,555		0
00890 40-3160 Debt Service Aid Type II	227,689	0	227,689	220,464	Under	7,225
Total	1,052,244	0	1,052,244	1,045,019		7,225

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600 40-701-510-834 Interest on Bonds	82,244	0	82,244	48,856	0	33,388
89620 40-701-510-910 Redemption of Principal	970,000	0	970,000	970,000	0	0
Total	1,052,244	0	1,052,244	1,018,856	0	33,388

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 60 Enterprise Fund

Assets and Resources

**Assets:**

101	Cash in bank		\$758,393.06
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	(\$14,927.99)	(\$14,927.99)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$4,399.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	(\$20,824.70)	(\$20,824.70)

**Total assets and resources**

**\$727,039.37**

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 60 Enterprise Fund

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$120.89
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$105,569.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$105,689.89</b>

**Report of the Secretary to the Board of Education  
Hasbrouck Heights Board of Ed.**

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**Starting date 7/1/2023 Ending date 8/31/2023 Fund: 60 Enterprise Fund**

**Fund Balance:**

Appropriated:

753,754	Reserve for Encumbrances	\$611,986.79
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00

601	Appropriations	\$725,518.35
602	Less: Expenditures (\$161,295.87)	
	Less: Encumbrances (\$513,450.98)	(\$674,746.85)
	Total appropriated	\$662,758.29

Unappropriated:

770	Fund balance, July 1	\$684,109.54
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$725,518.35)

Total fund balance

**\$621,349.48**

**Total liabilities and fund equity**

**\$727,039.37**

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$725,518.35	\$674,746.85	\$50,771.50
Revenues	\$0.00	(\$20,824.70)	\$20,824.70
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$725,518.35</u>	<u>\$653,922.15</u>	<u>\$71,596.20</u>

Prepared and submitted by :

Robert Brown

Board Secretary

8/31/23

Date



Starting date 7/1/2023 Ending date 8/31/2023 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	20,825		(20,825)
Total		0	0	0	20,825		(20,825)

  

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	725,518	725,518	161,296	513,451	50,771
Total		0	725,518	725,518	161,296	513,451	50,771

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 60 Enterprise Fund

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	20,825		(20,825)
Total	0	0	0	20,825		(20,825)

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	119,887	119,887	94,887	15,645	9,355
99999	0	605,631	605,631	66,409	497,806	41,416
Total	0	725,518	725,518	161,296	513,451	50,771

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 95 STUDENT ACTIVITY

Assets and Resources

**Assets:**

101	Cash in bank		\$130,844.58
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	(\$7,772.11)	(\$7,772.11)

**Total assets and resources**

**\$123,072.47**

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 95 STUDENT ACTIVITY

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$10.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$10.00</b>

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$43,849.95

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$129,728.08	
602	Less: Expenditures	(\$11,269.95)	
	Less: Encumbrances	(\$43,480.00)	(\$54,749.95)
	Total appropriated		\$74,978.13
			\$118,828.08

Unappropriated:

770	Fund balance, July 1	\$133,962.47
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$129,728.08)

Total fund balance

\$123,062.47

Total liabilities and fund equity

\$123,072.47

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$129,728.08	\$54,749.95	\$74,978.13
Revenues	\$0.00	(\$7,772.11)	\$7,772.11
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$129,728.08</u>	<u>\$46,977.84</u>	<u>\$82,750.24</u>

Prepared and submitted by :

Robert Brown

Board Secretary

8/31/23

Date

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	7,772		(7,772)
Total		0	0	0	7,772		(7,772)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	129,728	129,728	11,270	43,480	74,978
Total		0	129,728	129,728	11,270	43,480	74,978

Starting date 7/1/2023 Ending date 8/31/2023 Fund: 95 STUDENT ACTIVITY

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	0	0	7,772		(7,772)
Total	0	0	0	7,772		(7,772)

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	129,728	129,728	11,270	43,480	74,978
Total	0	129,728	129,728	11,270	43,480	74,978



# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

August 31, 2023

	Cash Balance August-23	Cash Receipts August-23	Cash Disbursements August-23	Cash Balance August-23
General Fund - 10	3,905,248.75	2,991,436.11	(1,765,186.84)	5,131,498.02
Special Revenue Fund - 20	(432,203.88)	8,523.67	(125,438.55)	(549,118.76)
Capital Projects Fund - 30	(406,985.61)	0.00	0.00	(406,985.61)
Debt Service Fund - 40	(563.75)	245,464.00	(1,018,856.25)	(773,956.00)
Enterprise Fund - 60	883,301.15	7,057.33	(131,965.42)	758,393.06
<b>Total</b>	<b>3,948,796.66</b>	<b>3,252,481.11</b>	<b>(3,041,447.06)</b>	<b>4,159,830.71</b>
Payroll Account	10,086.51	295,434.22	(300,583.29)	4,937.44
Payroll Agency Account	12,422.75	231,264.48	(175,598.53)	68,088.70
Unemployment Account	103,735.28	445.37	(418.49)	103,762.16
Summer Escrow Account	0.31		(0.31)	0.00
Flexible Spending Account	614.86	2.65	0.00	617.51
<b>Grand Total</b>	<b>4,075,656.37</b>	<b>3,779,627.83</b>	<b>(3,518,047.68)</b>	<b>4,337,236.52</b>

  
Chief School Administrator

Date 8/31/23

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

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Month / Year: Jun 30, 2024

09/21/23

		(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)	
		Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 6/30/2024	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To	
Line	Budget Category	Account	Data	Data	Col1+Col2	Col3 * .1 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5	
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	10,926,230	9,480	10,935,710	1,093,571	100,000	0.91%	1,193,571	993,571
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,770,710	15,656	5,786,366	578,637	0	0.00%	578,637	578,637
41080	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
15180	TOTAL School-Sponsored Co/Extra Curricul. Total School-Sponsored Athletics - Instr. Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatic, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	951,786	9,483	961,269	96,127	0	0.00%	96,127	96,127
17100 17600	Total Undistributed Expenditures - Atten. Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,836,981	470	2,837,451	283,745	0	0.00%	283,745	283,745
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	3,217,146	6,885	3,224,031	322,403	0	0.00%	322,403	322,403
29680 30620	Total Undistributed Expenditures - Atten. Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,836,981	470	2,837,451	283,745	0	0.00%	283,745	283,745
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	279,182	0	279,182	27,918	0	0.00%	27,918	27,918
45300	Support Serv. - General Admin	11-000-230-XXX	643,438	12,166	655,604	65,560	0	0.00%	65,560	65,560
46160	Support Serv. - School Admin	11-000-240-XXX	1,391,008	65	1,391,073	139,107	0	0.00%	139,107	139,107
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	619,588	471	620,059	62,006	0	0.00%	62,006	62,006
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	3,008,619	1,068,930	4,077,549	407,755	54,000	1.32%	461,755	353,755
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,195,941	20,188	1,216,129	121,613	0	0.00%	121,613	121,613
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	6,073,133	0	6,073,133	607,313	0	0.00%	607,313	607,313
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	500	0	500	50	0	0.00%	50	50
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc. Increase in Bus Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	TOTAL GENERAL CURRENT EXPENSE		36,914,262	1,143,794	38,058,056	3,805,806	154,000	0.40%	3,959,806	3,651,806

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

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Month / Year: Jun 30, 2024

09/21/23

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 6/30/2024	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	15,400	15,400	1,540	0	0.00%	1,540	1,540
76260	Total Facilities Acquisition and Constru	12-000-4XX-XXX	356,005	1,297,779	1,653,784	165,378	190,000	11.49%	355,378	(24,622)
76320	Capital Reserve - Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve - Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	3,000	0	3,000	300	0	0.00%	300	300
76400	TOTAL CAPITAL OUTLAY		359,005	1,313,179	1,672,184	167,218	190,000	11.36%	357,218	(22,782)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		37,273,267	2,456,973	39,730,240	3,973,024	344,000	0.87%	4,317,024	3,629,024

Robert Brown  
School Business Administrator Signature

8/31/23  
Date

Start date 8/1/2023

End date 8/31/2023

09/21/23 13:52

Date	Tr Num	Transfer Description	Budget Account	Before	Transfer	After
08/07/2023	1263	Transfer for Guidance Chairs	11-000-218-610-00-02-00	250.00	290.00	540.00
			11-000-218-580-00-02-00	250.00	(220.00)	30.00
			11-000-218-890-00-02-00	2,500.00	(70.00)	2,430.00
				Transfer # 1263	0.00	Net Change
08/24/2023	1283	Transfer for Legal Expenses	11-000-230-331-00-01-92	65,000.00	1,500.00	66,500.00
			11-000-230-339-00-00-00	28,374.15	(1,500.00)	26,874.15
				Transfer # 1283	0.00	Net Change
08/24/2023	1284	NJSBA Dues	11-000-230-895-00-01-01	15,300.00	10,000.00	25,300.00
			11-000-230-104-00-01-91	316,149.00	(10,000.00)	306,149.00
				Transfer # 1284	0.00	Net Change
08/24/2023	1285	HS math textbooks	11-190-100-640-00-02-01	11,000.00	100,000.00	111,000.00
				Transfer # 1285	100,000.00	Net Change
08/24/2023	1286	Increase Cafeteria PO	12-000-400-450-00-01-01	1,646,925.86	190,000.00	1,836,925.86
				Transfer # 1286	190,000.00	Net Change

Total Net Change to Budget for Period		290,000.00
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11	GENERAL FUND	100,000.00
12	Capital Outlay	190,000.00

\* 'Before' amount = budget before transfer date.  
'After' amount = budget on transfer date. This is  
also true for multiple transfers with the same  
account and date.

# POLICY GUIDE

PROGRAM  
2270/page 1 of 2  
Religion in the Schools  
Sep 23

## 2270 RELIGION IN THE SCHOOLS

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

**As a condition of receiving Elementary and Secondary Education Act of 1965 (ESEA) funds, the Board of Education must annually certify in writing to the New Jersey Department of Education that no Board policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in tThe United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance). The Board must provide this certification to the New Jersey Department of Education by October 1 of each year during which the Board participates in an ESEA program. The USDOE Guidance provides information on the current state of the law concerning constitutionally protected prayer and religious expression in public elementary and secondary schools.**

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular **public school** contexts related to **prayer: prayer and religious exercise** during non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' activities; moments of silence; accommodations **of for** prayer **and religious exercise** during instructional time; ~~prayer in classroom assignments;~~ student assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies.

The following activities as outlined in the USDOE Guidance will be permitted upon applying ~~the governing~~ constitutional principles **regarding religious expression other than prayer in particular public school contexts in particular contexts related to religious expression:** religious literature; teaching about religion; student dress codes and policies; **religious expression in class assignments and homework;** and/or ~~religious~~ **excusals for religious activities.**



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In addition to the constitutional principles outlined in this Policy and the USDOE Guidance, public schools may also be subject to requirements under Federal and State laws relevant to prayer and religious expression. Such Federal and State laws may not; however, obviate or conflict with a public school's Federal constitutional obligations described in the USDOE Guidance. The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are **accorded** ~~afforded~~ the same access to Federally funded public secondary school facilities as are student secular activities.

The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

Any issues regarding **prayer and religious expression** ~~religion~~ in the schools, **the USDOE Guidance**, and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

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

U.S. Department of Education - Guidance on Constitutionally Protected

**Prayer and Religious Expression** in Public Elementary and Secondary Schools

– ~~January 16, 2020~~ **May 15, 2023**

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

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

**Revised (First Reading) : October 19, 2023**



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## 2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., and this Policy, **and Regulation 2419** must be multidisciplinary in membership and, to the extent possible, ~~shall~~ **must** include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A ~~school~~ Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b.(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. **18A:17-43.3** ~~18A:14 43.4~~ (August 1, 2022).

This Policy **and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are required pursuant to N.J.S.A. 18A:17 43.4, shall be aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance)** guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6. ~~and shall include, but need not be limited to:~~

- ~~1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;~~
- ~~2. The designation of members of the school community to whom threatening behavior shall be reported;~~
- ~~3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;~~
- ~~4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17 43.3. and Policy 7440; and~~
- ~~5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17 43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.~~

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The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team **must attend** ~~shall participate in~~ training **in accordance with** ~~provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.43., this and Policy, and Regulation 7440~~ that is consistent with the **Guidance** ~~guidelines~~ developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. **Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP).** The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

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~~The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.~~

**Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.**

**Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.**

**Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.**

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

**Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023**

Revised (First Reading): October 19, 2023



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## R 2419 SCHOOL THREAT ASSESSMENT TEAMS

### A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

## B. Multidisciplinary Threat Assessment Team

### 1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
    - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
    - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
    - (5) A teaching staff member.
  - b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
  - c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
    - (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

## C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
  - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
  - b. Designate a team leader.
  - c. Establish team procedures and protocols.
  - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
  - a. Establish policy defining prohibited behaviors
    - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
  - b. Identify other behaviors for screening or intervention.
  - c. Define threshold for intervention.
    - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
  - a. Establish one or more anonymous reporting mechanisms.
    - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
  - b. Provide training and guidance to encourage reporting.
    - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
  - c. Ensure availability to respond.
  - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
  - a. Most reports can be handled by the School-Based Team.





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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
- 5. Step 5: Establish Threat Assessment Procedures
  - a. Decide how to document cases.
  - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
  - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
- 6. Step 6: Develop Risk Management Options
  - a. Identify all available resources for creating individualized management plans.
    - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
    - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
    - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
- 7. Step 7: Create and Promote Safe School Climates
  - a. Assess current school climate.
    - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.
  - b. Enhance current school climate.
  - c. Strengthen students' connectedness.
    - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
  - d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.
  - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
- 8. Step 8: Conduct Training for all Stakeholders
  - a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
  - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

## D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

- 1. Step 1: Receive a Report of Concern
  - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.



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## 2. Step 2: Screen the Case

- a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
  - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
- b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
- c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

## 3. Step 3: Gather Information from Multiple Sources

- a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
  - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at [www.secretservice.gov/nod/2559](http://www.secretservice.gov/nod/2559).
5. Step 5: Make the Assessment
  - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
  - a. Develop and implement a case management plan to reduce risk.
  - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
  - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
  - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
  - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

## 8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

## E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
  - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
  - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
  - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.

## 3. Awareness Training for Other School Community Stakeholders

- a. Request for awareness training for school staff members should be directed to the OSPEP email at [school.security@doe.nj.gov](mailto:school.security@doe.nj.gov), which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

## F. Other Considerations

### 1. Individualized Education Program (IEP) or 504 Plans

- a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
  - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
  - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.





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## 3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

## 4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

## 5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records



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- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
  - (1) Ask permission from the student and parent to disclose medical records;
  - (2) Provide information to health and mental professionals; and
  - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
  - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
  - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

## 6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

First Reading: October 19, 2023



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Examination for Cause

Sep 23

### 3161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:
1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and
  2. The Board shall provide the teaching staff member with a hearing, if requested.
    - a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
    - b. The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:
      - (1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;
    - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Examination for Cause

- d. The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and
    - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.
  3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.
  1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
  2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
  3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
    - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Examination for Cause

- b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
  4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
  1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;
  2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and
  3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Examination for Cause

- D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

**First Reading : October 19, 2023**



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Attendance

Sep 23

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### 3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the educational program. **Teaching staff** Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **teaching** staff member's job performance.

**Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences.** A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

**Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01.** ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification a physician's certificate** to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Attendance

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **teaching** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns** ~~data~~, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

**Revised (First Reading) : October 19, 2023**





# REGULATION GUIDE

TEACHING STAFF MEMBERS

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**Attendance**

**Professional Staff Attendance Review  
and Improvement Plan**

Sep 23

M

## **R 3212 ATTENDANCE** **PROFESSIONAL STAFF ATTENDANCE REVIEW** **AND IMPROVEMENT PLAN**

### **A. Review of Attendance Data**

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; administrators; and other certificated staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. A cumulative attendance record shall be assembled for each school in the school district and also for the school district as required by the New Jersey Department of Education.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school in the district and also for the school district.

### **B. Attendance Reporting and Improvement Plan**

1. Planning



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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**Attendance**

**Professional Staff Attendance Review  
and Improvement Plan**

- a. Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.
- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.
- d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
  - (1) A pattern of absences on the same day(s) of the week;
  - (2) A pattern of absences before or after nonworking days;
  - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with Principals and supervisors to discuss attendance records of teaching staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

## 2. Implementation



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TEACHING STAFF MEMBERS

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**Attendance**

**Professional Staff Attendance Review  
and Improvement Plan**

- a. The Superintendent or designee or the teaching staff member's Principal or supervisor designated by the Superintendent shall be responsible for implementing a plan for the improvement of teaching staff member attendance.
  - b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of teaching staff members in their workplace, school, or department. The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with teaching staff members who return from an absence of any duration.
  - c. The Superintendent shall direct Principals and supervisors designated by the Superintendent to incorporate a teaching staff member's attendance record in the teaching staff member's evaluation.
  - d. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom the Principal or supervisor designated by the Superintendent suspects of misusing sick leave or falsifying the reasons for an absence.
3. Counseling
- a. The Superintendent, Principal, or supervisor designated by the Superintendent may schedule a conference with a teaching staff member where the number and/or pattern of the teaching staff member's absences or the reasons offered for the teaching staff member's absences may indicate a concern.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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**Attendance**

~~Professional Staff Attendance Review~~  
~~and Improvement Plan~~

- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent, Principal, or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The teaching staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

## C. Record of Attendance

- 1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
- 2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
- 3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
- 4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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**Attendance**

~~Professional Staff Attendance Review~~  
and Improvement Plan

## D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

## E. In-Service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:
  - a. Inform teaching staff members of Board policy and district regulations on attendance;
  - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and
  - c. Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.

**Revised (First Reading) : October 19, 2023**



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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Examination for Cause

Sep 23

### 4161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:
1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and
  2. The Board shall provide the support staff member with a hearing, if requested.
    - a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
    - b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:
      - (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;
    - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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Examination for Cause

- d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and
    - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
  - 3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.
  - 1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
  - 2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
  - 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
    - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Examination for Cause

- b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
  4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
  1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
  2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; and
  3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.





# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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Examination for Cause

- D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

First Reading: October 19, 2023



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## SUPPORT STAFF MEMBERS

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Attendance

Sep 23

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### 4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Support s**Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **support** staff member's job performance.

**Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences.** A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

**Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01.** ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or the policies of the Board. In accordance with N.J.S.A. 18A:30-4, Tthe Superintendent or Board of Education may require verification a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.~~

## SUPPORT STAFF MEMBERS



# POLICY GUIDE

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Attendance

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **support** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns data**, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

**Revised (First Reading) : October 19, 2023**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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Attendance

Sep 23

M

## R 4212 ATTENDANCE

### A. Review of Attendance Data

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

### B. Attendance Reporting and Improvement Plan

1. Planning
  - a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Attendance

- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.
- d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
  - (1) A pattern of absences on the same day(s) of the week;
  - (2) A pattern of absences before or after nonworking days;
  - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

## 2. Implementation

- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Attendance

- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
  - c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
  - d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.
3. Counseling
- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
  - b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
  - c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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Attendance

### C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

### D. Attendance Improvement Plan

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Attendance

4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.

#### E. In-Service Training

1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
  - a. Inform support staff members of Board policy and district regulations on attendance;
  - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
  - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

**Revised (First Reading) : October 19, 2023**

