



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School

6:00 PM

August 17, 2023

Beverly School Library

AGENDA

1. CALL TO ORDER

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on May 5, 2022. A copy was also submitted to the Beverly Post Office.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.



2. Pledge of Allegiance

3. Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

4. President opens meeting

5. Board Member Comments on the Agenda

6. Public Comment on Agenda Items Only

7. MOTION: BE IT RESOLVED, that the Board of Education approve the regular meeting minutes June 21, 2023 and July 13, 2023.

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

MONTHLY FINANCIALS/CONTRACTS:

8. The following action items A through F will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To accept the financial Report of the Secretary for the month ending May 2023: Balance on hand \$3,361,409.42

Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of May 2023, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.



School Business Administrator/Board Secretary Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of May 2023, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B. MOTION: To accept the financial report of the Treasurer of School Monies ending May 2023.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of May 2023.

D. MOTION: To approve the purchase orders in the amount of \$3,017,602.29 for the month of August 2023.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$382,405.01 for the month of August 2023 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

F. MOTION: To approve the gross payroll wages for the pay period ending July 15, 2023 in the amount of \$40,343.34 and the pay period ending July 31, 2023 in the amount of \$46,421.87 in the total amount of \$86,765.21 for the month of July 2023.

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

FINANCIALS/CONTRACTS:

9. The following action items A through L will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.



A. MOTION: To approve the following 2023-2024 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCIT	62	\$3,732.00	9/1/2023-6/30/2024	(62 students as per 2022 ASSA student count)	\$231,384.00
Palmyra High School	42	\$14,830.00	9/1/2023-6/30/2024	General Education	\$622,860.00
	17	\$20,864.00		Special Education	\$354,688.00
BCSSSD	10	\$4,263.00	ESY		\$42,630.00
Garfield Park	1	\$8,496.72	ESY	Extraordinary Services	\$8,496.72
		\$4,176.00			\$4,176.00
Garfield Park	1	\$63,725.40	9/1/2023-6/30/2024	Extraordinary Services	\$63,725.40
		\$32,320.00			\$32,320.00
Brookfield	1	\$81,293.40	9/1/2023-6/30/2024		\$81,293.40
Bancroft NeuroHealth	1	\$9,523.50	ESY		\$9,523.50
Bancroft NeuroHealth	1	\$57,141.00	9/1/2023-6/30/2024		\$57,141.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Logmein contract for the 2023-2024 school year in the amount of \$839.99.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Xerox contract for the 2023-2024 school year in the total amount of \$1,658.88.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Lunchtime contract for the 2023-2024 school year in the total amount of \$1,495.00

F. MOTION: BE IT RESOLVED, that the Board of Education approve the ratification of the contractual agreement between the Beverly City School Board of Education and the Beverly Education Association, effective July 1, 2023 through June 30, 2028.

G. MOTION: BE IT RESOLVED, that the Board of Education approve

WHEREAS, under and pursuant to N.J.S.A. 18A:18A-1, et seq., the Beverly City Board of Education has need for professional services to be rendered to it, and a need for financial and/or consultant services of a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

a. Engineering/Architectural Services



WHEREAS, funds are available for this purpose; and

WHEREAS, the public school contracts law N.J.S.A. 18A:1, et seq. requires that a Board of Education award contracts for the aforesaid services by Resolution adopted at a public meeting;

NOW THEREFORE BE IT RESOLVED, by the Beverly City Board of Education, that the following appointment is made to render services indicated hereinafter from May 12 through June 30, 2024 unless such services are due to expire sooner pursuant to a written contract entered into heretofore, and each of the appointees representing a recognized profession, to wit:

a. Keystone Engineering Group

H. MOTION: BE IT RESOLVED, that the Board of Education approve the Keystone Engineering Group's proposal dated July 16, 2023 the additional amount of \$4,000.00 for the re-bid phase services.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Camden County Educational Services Commission for the 2023-2024 school year.

J. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the Beverly City School HVAC Improvements Project to the New Jersey Department of Education, DOE State Project #05-0380-025-20-3200, for review and Department approval of an "other capital project". The district will be applying for ROD-5 grant funding. The district authorizes any necessary amendment of the long range facilities plan to be consistent with the project. Further, the Board authorizes Keystone Engineering Group, to make the submission to the Department of Education on behalf of the district;

BE IT FURTHER RESOLVED, that funding for this project will be coming from *School and Small Business Ventilation and Energy Efficiency Verification and Repair Program*, a program managed by TRC on behalf of the New Jersey Board of Public Utilities with the additional funds being taken out of the Beverly City Board of Education's Capital Reserve Account, the School District will be applying for ROD-5 grant funding

BE IT FURTHER RESOLVED, that this project be authorized by the Beverly City Board of Education to be put out for bid as soon as possible;

BE IT FURTHER RESOLVED, that a transmittal letter be sent to the Burlington County Superintendent of Schools regarding this project.

K. MOTION: BE IT RESOLVED, that the Board of Education approve the change order of Boxx Modular in the total amount of \$29,061.00

L. MOTION: BE IT RESOLVED, that the Board of Education approve the Frontline Education quote in the following amount:



- One – Time Fees: \$1,575.00
- Annual Recurring Fees: \$1,000.00
- Initial Term Prorated Fees: \$830.14

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

PERSONNEL:

10. Consent Agenda:

The following action items A through G will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A.MOTION:BE IT RESOLVED, that the Board of Education approve Dana Rosen, Teacher, at the salary of \$89,787.00, MA+30, Step #19, effective September 1, 2023 through June 30, 2024.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Jodi Gottlieb, Teacher, at the salary of \$73,247.00, BA+15, Step #16, effective September 1, 2023 through June 30, 2024.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Kimberly Deatore, as a long term substitute teacher in the amount of \$250.00 per day effective September 1, 2023 through November 2, 2023.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe as the Superintendent of the Beverly City School District.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe as the Principal of the Beverly City School District.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Math Club to be conducted by Doreen Torrillo for 3 sessions of 8 weeks on Wednesdays starting on September 27, 2023 through April 17, 2024 at the rate of \$40.50 per hour.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Karlamari Seise, Paraprofessional, effective August 11, 2023.



Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

CURRICULUM & INSTRUCTION:

11. Consent Agenda:

The following action items A through L will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve the Tools of the Mind Curriculum for Pre-Kindergarten for the 2023-2024 school year.

B. MOTION: BE IT RESOLVED, that the Board of Education approve to approve employees' children to attend the school in Beverly in accordance with Board policy 5111:

Lois Harmon – C.H.
 Ed Carragher – D.C.
 Stefanie Maldonado – K.M.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of SGO/SGP/Teacher Evaluation Scoring Sheet Employment Proposal of Michael McConnell for the 2023-2024 school year in the amount of \$3,450.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Danielson model for teacher evaluation for the 2023-2024 school year.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Beverly City School District Burlington County Mentoring Plan for the 2023-2024 school year.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the Beverly City School District Safety and Security Plan for the 2023-2024 school year.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the Beverly City School District Professional Development Plan for the 2023-2024 school year.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the 2023-2024 Student-Family Handbook.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the 2023-2024 Staff Handbook.



J. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the grant award for the FY24 IDEA in the amount of:

Basic: \$134,794.00
Preschool: \$3,845.00

K. MOTION: BE IT RESOLVED, that the Board of Education approve the music curriculum for the 2023-2024 school year.

L. MOTION: BE IT RESOLVED, that the Board of Education approve Jennifer Barrientos, as a Title IV Part A staff developer in the amount of \$1,000.00 per month, not to exceed \$10,000.00.

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

The following action items A through C will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A.MOTION: BE IT RESOLVED, that the Board of Education approve the payment of the following teachers for summer reading professional development at a rate of \$100.00 per day for the 2023 summer:

- Abigail Longstreet
- Francesca DiMedio
- Stefanie Maldonado
- Anneliese McCloskey
- Ashley Benson
- Peg Gunkel
- Paige Miller

B.MOTION: BE IT RESOLVED, that the Board of Education approve the payment of the following teachers for Read 180 professional development at a rate of \$50.00 for a half day for the 2023 summer:

- Lisa DiPace
- Danielle Blythe

C. MOTION: BE IT RESOLVED, that the Board of Education approve the payment of Anneliese McCloskey for new staff training on August 30, 2023 in the amount of \$100.00.



Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

POLICIES:

13. MOTION: BE IT RESOLVED, that the Board of Education approve the first reading of the following policies:

Policy #2419 School Threat Assessment Teams

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		

14. Old Business –

- BPU Grant

- Modular Building

15. New Business

16. Correspondence

17. Board Comments

18. Public Comments

19. Adjournment

Roll Call

Barbara Kelly	_____	Robert Thibault	_____
Ariel Pina	_____	Richard Wolbert	_____
Susan E. Roth	_____		



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue
Beverly, New Jersey 08010
www.beverlycityschool.org
REGULAR MEETING

Beverly City School
June 21, 2023

6:00 PM
Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the Board President, Richard Wolbert and the following was read: The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on January 5, 2023. A copy was also submitted to the Beverly Post Office.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.

2. Mr. Wolbert led the Pledge of Allegiance

3. Roll Call

Barbara Kelly	Present	Robert Thibault	Present
Sue Roth	Present	Richard Wolbert	Present



4. A motion was made by Robert Thibault and seconded by Barbara Kelly to appoint Ariel Pina to the Beverly City Board of Education to fill an existing one (1) year board member vacancy effective July 2023.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

5. Mr. Wolbert, Board President, opened the meeting

6. Board Member Comments on the Agenda

There will be an additional motion on the agenda to accept a resignation of a teacher.

7. Public Comment on Agenda Items Only

There were no public comments.

8. QSAC Presentation

Dr. Giacobbe gave a presentation to the Board of Education and community regarding QSAC. She noted the District is fighting the absenteeism finding due to COVID-19.

9. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action item: BE IT RESOLVED, that the Board of Education approve the submission of New Jersey Department of Education QSAC Equivalency Application for Instruction and Program District Performance Review IMP Indicators 7.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

MONTHLY FINANCIALS/CONTRACTS:

10. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A through G will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To accept the financial Report of the Secretary for the month ending April 2023: Balance on hand \$2,996,458.94



Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of April 2023, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

Brian F. Savage

School Business Administrator/Board Secretary

Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of April 2023, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B. MOTION: To accept the financial report of the Treasurer of School Monies ending April 2023.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of April 2023.

D. MOTION: To approve the purchase orders in the amount of \$53,260.56 for the month of June 2023.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$603,904.93 for the month of June 2023 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

F. MOTION: To approve the gross payroll wages for the pay period ending April 15, 2023 in the amount of \$205,298.75 and for the pay period ending April 30, 2023 in the amount of \$203,185.79 in the total amount of \$408,484.54 for the month of April 2023.

G. MOTION: To approve the gross payroll wages for the pay period ending May 15, 2023 in the amount of \$199,005.51 and for the pay period ending May 31, 2023 in the amount of \$202,796.91 in the total amount of \$401,802.42 for the month of May 2023.



Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

FINANCIALS/CONTRACTS:

11. A motion was made by Robert Thibault and seconded by Barbara Kelly to approve the following action items A through AA9 will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve Anthony W. Bonnett as school physician for the 2023-2024 school year in the amount of \$1,000.00 for the school year.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the YMCA Primetime Program for the 2023-2024 School Year.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of the Professional Medical Staffing, LLC Staffing Agreement for the 2023-2024 school year on an as need basis in the amount of \$55.00 per hour.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Bayada LPN Nurse for 1 student at BCSSSD for the 2023-2024 school year in the amount of \$55.00 LPN, \$65.00 RN per hour.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Bayada Pediatrics Substitute Nursing and/or One on One in School Nursing as needed in the amount of \$65.00 per hour for RN services for the 2023-2024 school year and \$55.00 per hour for LPN services.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the Ed Data Services, Inc. for the 2023-2024 school year in the amount of \$2,150.00.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of RnB Design for July 1, 2023 through December 31, 2023 in the amount of \$400.00 per month for web hosting and website maintenance in the total amount of \$4,800.00.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Blackboard for the 2023-2024 school year in the amount of \$844.00.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Systems 3000 support and license in the amount of \$18,918.00 for the 2023-2024 school year.

J. MOTION: BE IT RESOLVED, that the Board of Education appoint Jump, Perry & Company as auditors for the Board of Education for the period from July 1, 2023 through June 30, 2024 at a rate of \$19,500.00.



K. MOTION: BE IT RESOLVED that the Board of Education approve Hewitt Psychiatric, PC to conduct Psychiatric Evaluations on an as needed basis for the 2023-2024 school year for the following amounts:

- Lawnside Office: \$600.00
- Evaluation at school: \$650.00
- Telemedicine/Telepsychiatry: \$600.00
- Neuropsychiatric/Neurodevelopment: \$700.00
- Consultation per hour: \$200.00
- Fitness for Duty Evaluation: \$1,250.00

L. MOTION: BE IT RESOLVED, that the Board of Education approve the Tax Payment Schedule for the 2023-2024 school year.

M. MOTION: BE IT RESOLVED, that the Board of Education approve the New Jersey Schools Insurance Group Safety Grant Program Application in the amount of \$2,000.00.

N. MOTION: BE IT RESOLVED, that the Board of Education approve the Red Rover Technologies, LLC contract for the 2023-2024 school year in the total amount of \$2,281.44.

O. MOTION: BE IT RESOLVED, that the Board of Education approve the contract with Strauss Esmay Associates, LLP in the amount of \$4,965.00 for the 2023-2024 school year.

P. MOTION: BE IT RESOLVED, that the Board of Education approve the contract with the Burlington County School Crisis Response Team 2023-2024 Registration in the amount of \$660.00.

W. MOTION: BE IT RESOLVED, that the Board of Education approve the renewal of the New Jersey School Jobs subscriptions for the 2023-2024 school year in the amount of \$500.00.

R. MOTION: To approve the CM3 Contract:

BE IT RESOLVED, that the Board of Education approve the CM3 Building Solutions Maintenance Service Agreement for the 2023-2024 School Year in the amount of \$4,704.00.

S. MOTION: To approve the Genesis Educational Service Contract:

BE IT RESOLVED, that the Board of Education approve the Genesis Educational Service Contract – Student information system for the 2023-2024 School Year in the amount of \$8,685.00.

T. MOTION: BE IT RESOLVED, that the Board of Education approve the Burlington County Special Services (BCSSSD) Tuition rates for the 2023-2024 School Year for the following programs:

Program:	Rate:
Auditory Impaired	\$68,611.00
Autism	\$57,010.00



Emotional Regulation Impairment	\$45,087.00
Intellectual Disability – Severe	\$52,143.00
Multiple Disabilities	\$47,740.00
Preschool Disabilities – Full Time	\$44,238.00
Alternative – Briggs Road HS	\$27,781.00
Alternative – Briggs Road MS	\$25,126.00
1:1 Teacher Assistant	\$46,675.00
Extended School Year* Tuition	\$4,263.00
Extended School Year* 1:1 Teacher Assistant	\$6,144.00
Out of County Resident Fee	\$3,772.00

U. MOTION: BE IT RESOLVED, that the Board of Education approve the agreement for Professional Services between Burlington County Special Services School District and Beverly City School District Board of Education.

V.MOTION: To approve the Annual Facility Approvals for 2023-2024 School Year:

BE IT RESOLVED, that the Board of Education approve the renewal temporary spaces for the 2023-2024 School Year.

W. MOTION: WHEREAS, N.J.S.A. 18A:7F-41, N.J.A.C. 6A:26A, N.J.S.A. 18A:21-2 and N.J.S.A.18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Beverly City Board of Education wishes to deposit anticipated current year surplus into the District's Tuition, Maintenance, Emergency and/or Capital Reserve account at year end; and

WHEREAS, the Beverly City Board of Education has determined that up to \$750,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Beverly City Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

X.MOTION: BE IT RESOLVED, that the Board of Education to authorize the Business Administrator/Staff Accountant/Board Secretary to pre-approve and pay any legitimate 2023-2024 school year bills, including those presented as of June 30, 2023, prior to the close of the fiscal year, and make any necessary transfers including to and from the Petty Cash account. Said transfers will include a transfer in the amount up to \$750,000.00 from the General Fund Budget to the Tuition, Maintenance, Emergency and/or Capital Reserve Account. All pre-approved, paid bills and transfers will be presented for approval at the July 13, 2023 Board Meeting.

Y. MOTION: To approve The Richland Knowles Agency:

BE IT RESOLVED, that the Board of Education approve to appoint The Richland Knowles Agency as the district's insurance



agent of record for property, casualty and all non-health insurance coverage from July 1, 2023 to June 30, 2024.

Z. MOTION: BE IT RESOLVED, that the Board of Education approve the following substitute pay rates for the 2023-2024 School Year:

Custodian -	\$18.50 per hour
	\$19.50 per hour (with Black seal)
Paraprofessionals -	\$100.00 per full day
	\$50.00 per half day (3.5 hours or less)
Teachers -	\$70.00 per early dismissal day
	\$100.00 per full day
	\$50.00 per half day (3.5 hours or less)
	\$70.00 per early dismissal day
Nurse -	\$150.00 per full day
	\$79.00 per half day (3.5 hours or less)
	\$111.00 per early dismissal day

AA. MOTION: To approve Chart of Accounts:

BE IT RESOLVED, that the Board of Education approve to authorize the Uniform Minimum Chart of Accounts for New Jersey Public Schools for 2023-2024 year.

BB. MOTION: To approve transfer of funds and hand checks:

BE IT RESOLVED, that the Board of Education approve to authorize the Board Secretary to transfer funds and issue hand checks to be ratified at the next Board of Education meeting.

CC. MOTION: To approve budget transfers:

BE IT RESOLVED, that the Board of Education approve to authorize the Board Secretary to make budget transfers to be ratified at the next Board of Education meeting.

DD. MOTION: To approve the purchasing agent/bid threshold:

WHEREAS, the Public School Contracts Law gives boards of education the ability to increase their bid threshold up to \$44,000.00: and

WHEREAS, N.J.S.A. 18a-3A, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 ET SEQ. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Dr. Brian F. Savage possesses the designation of Qualified Purchasing Agent as issued by the Director of Division of Local Government Services in accordance with N.J.A.C. 5:34 et seq; and



WHEREAS, Beverly City Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3:

NOW THEREFORE BE IT RESOLVED, that the governing body hereby appoints Dr. Brian F. Savage as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

EE. MOTION: To approve the District Tax Shelter Annuity Companies/Brokers:

BE IT RESOLVED, that the Board of Education approve the following companies/brokers to provide Tax Shelter Annuity salary reduction agreements for the 2023-2024 school year.

COMPANY

Lincoln Investments
AXA Equitable
VOYA 403(b)
Teachers Pensions/WCC
Vanguard

BROKER

Rep: Kenneth E. Brown
Rep: Scott Carone
Rep: John Murray
Rep: Ryan Robbins

FF. MOTION: To approve Resolution #6-19-13-01:

WHEREAS, under and pursuant to N.J.S.A. 18A:18A-1, et seq., the Beverly City Board of Education has need for professional services to be rendered to it, and a need for financial and/or consultant services of a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

- a. Legal Services
- b. Medical Services
- c. Auditors

WHEREAS, funds are available for this purpose; and

WHEREAS, the public school contracts law N.J.S.A. 18A:1, et seq. requires that a Board of Education award contracts for the aforesaid services by Resolution adopted at a public meeting;

NOW THEREFORE BE IT RESOLVED, by the Beverly City Board of Education, that the following appointments are made to render services indicated hereinafter from July 1, 2023 through June 30, 2024 unless such services are due to expire sooner pursuant to a written contract entered into heretofore, and each of the appointees representing a recognized profession, to wit:

- a. David Rubin (general counsel)
- b. Woodbury Medical - Anthony Bonnett (school physician)
- c. Jump, Perry & Company LLP



GG. MOTION: BE IT RESOLVED, that the Board of Education approve to authorize the Board President to sign a letter of agreement for legal services and transmit same to the Board Attorney.

HH. MOTION: BE IT RESOLVED, that the Board of Education approve that The Burlington County Times and Courier Post be named for the printing of legal advertisements.

II. MOTION: To approve State Contract Procurement:

Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2023-2024 School Year

WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property," and

WHEREAS, the Beverly City Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Beverly City Board of Education desires to authorize its purchasing agent for the 2023-2024 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Beverly City Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property in the following categories as listed as well as any new categories that may be added:

- Computers and Peripherals
- Technological Services
- Copier Paper
- Office Supplies
- Library Supplies, School Supplies & Teaching Aids
- Calculators
- Photo Copiers
- Audio Visual Supplies and Equipment
- Gasoline/Fuel Oil
- Grounds Maintenance Equipment
- Telephone Communications Equipment
- Air Conditioners
- Floor Covering, Carpet & Padding Supplies & Installation
- Furniture
- Window Treatments, Draperies, Venetian Blinds & Verticals, Supply & Installation
- Office Equipment Maintenance
- Office Equipment Supplies
- Air Conditioning, Heating & Ventilating Repair Parts
- Fire Extinguisher Maintenance



Vehicles

JJ. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Brian F. Savage, as the Public Agency Contracts Compliance Officer for the 2023-2024 school year.

BE IT RESOLVED, that the Board of Education approve Mr. Tony Davis, as the Indoor Air Quality Compliance Officer for the 2023-2024 school year.

BE IT RESOLVED, that the Board of Education approve Mr. Tony Davis as the AHERA Coordinator for the 2023-2024 school year.

BE IT RESOLVED, that the Board of Education approve Mr. Tony Davis/Rullo & Juillet Associates, Inc. as the Right-to-Know Officer for the 2023-2024 school year.

KK. MOTION: BE IT RESOLVED, that the Board of Education approve to appoint Mrs. Denise Chakan as Acting Board Secretary from July 1, 2023 to June 30, 2024 at no additional remuneration.

LL. MOTION: BE IT RESOLVED, that the Board of 2023-2024 school year and to designate the Superintendent of Schools as the lead administrator for the implementation of the IPM Plan for 2023-2024.

MM. MOTION: To approve the agreement for legal services:

WHEREAS, the Beverly City Board of Education ("the Board") is in need of legal services; and

WHEREAS, David B. Rubin, Esq., of David B. Rubin, P.C., and The Busch Law Group is a member of the New Jersey bar, and

WHEREAS, the Board and David B. Rubin, Esq., of David B. Rubin, P.C., and The Busch Law Group desire to memorialize the appointment of David B. Rubin, Esq., of David B. Rubin, P.C., and The Busch Law Group as Counsel to the Board,

NOW, THEREFORE, BE IT AGREED, that Rubin is hereby appointed as Counsel to the Board for the period July 1, 2023 through June 30, 2024.

NN. MOTION: BE IT RESOLVED, that the Board of Education request approval of the following: Pursuant to PL 2015, Chapter 47, the Beverly City Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. Et. Sec, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 2000.

OO. MOTION: BE IT RESOLVED, that the Board of Education approve the proposed resolution agreement between the Beverly City School District and the Office of Civil Rights.

PP. MOTION: BE IT RESOLVED, that the Board of Education appoint Dr. Elizabeth Giacobbe as the Affirmative Action Officer.



QQ. MOTION: BE IT RESOLVED, that the Board of Education approve to authorize the Affirmative Action Team to conduct the needs assessment and develop a comprehensive equity plan.

RR. MOTION: BE IT RESOLVED, that the Board of Education approve to authorize the submission of the proposed Comprehensive Equity Plan.

SS. MOTION: BE IT RESOLVED, that the Board of Education to approve the establishment of the Beverly City School petty cash funds in the amount of \$500.00.

TT. MOTION: BE IT RESOLVED, that the Board of Education approve the district's insurance renewals for the 2023-2024 school year.

UU. MOTION: To approve the following agreement: New Jersey Schools Insurance Group Burlington & Camden County Educators Insurance Consortium Indemnity and Trust Agreement to Join/Renew Membership.

VV. MOTION: BE IT RESOLVED, that the Board of Education approve for the 2023-2024 school year the Cooperative Transportation Services with Gloucester County Special Services School District, 7% of the district's portion of each cooperative route for special education, vocational, public, and homeless students.

WW. MOTION: BE IT RESOLVED, that the Board of Education approve the Joint Transportation Agreement with ESU for the 2023-2024 school year.

XX. MOTION: BE IT RESOLVED, that the Board of Education approve the participation with Gloucester County Special Services School District to form an ARP HCY II Consortium regarding the provision of services to children and youths experiencing homelessness for the 2023-2024 school year. Additionally, approve the submission and acceptance of the ARP HCY II funding application for the 2023-2024 school year.

YY. MOTION: BE IT RESOLVED, that the Board of Education approve the ESU 2023-2024 fee schedule.

ZZ. MOTION: BE IT RESOLVED, Authorizing the Beverly City Board of Education to approve the 2021-2022 Annual Comprehensive Financial Report (ACFR) and the Auditor's Management Report (AMR) on Administrative Findings: Financial Compliance and Performance. There are no findings or recommendations in the ACFR and AMR Reports.

AA1. MOTION: BE IT RESOLVED, that the Board of Education approve the Food Service Corrective Action Plan.

AA2. MOTION: BE IT RESOLVED, that the Board of Education approve the Bilingual Speech Language Services, LLC contract to conduct evaluations for the 2023-2024 school year at the following rates on an as needed basis:

Bilingual Spanish-English Evaluations: \$500.00
Bilingual Polish-English Evaluations: \$500.00
English: \$450.00

AA3. MOTION: BE IT RESOLVED, that the Board of Education approve Cooper Children's Regional to conduct Neurological Evaluations in the amount of \$375.00 per evaluation on an as needed basis.



AA4. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Speech Language Associates, LLC Service for the 2023-2024 school year (see attachment).

AA5. MOTION: BE IT RESOLVED, that the Board of Education approve NeurAbilities to conduct evaluations for the 2023-2024 school year, as needed.

AA6. MOTION: BE IT RESOLVED, that the Board of Education approve Joann Troso to conduct bilingual evaluations in the amount of \$475.00 per evaluation for the 2023-2024 school year as needed.

AA7. MOTION: BE IT RESOLVED, that the Board of Education approve Sanhita Kar to conduct Psychological Evaluations in the amount of \$1,200.00 per evaluation and translation services in the amount of \$175.00 per hour on an as needed basis for the 2023-2024 school year.

AA8. MOTION: BE IT RESOLVED, that the Board of Education approve The Bilingual Child Study Team to conduct evaluations for the 2023-2024 school year at the following rates on an as needed basis:

- School Psychological Evaluation: \$1,100.00
- Educational Evaluation: \$1,100.00
- Speech Evaluation: \$1,100.00
- Social Evaluation: \$1,100.00
- Battelle (BDI) Evaluation: \$1,100.00

AA9. MOTION: BE IT RESOLVED, that the Board of Education approve Para-Plus Translations, Inc., to provide translators for Child Study Team Meetings for the 2023-2024 school year on an as-needed basis. Effective July 1, 2023.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

11.2. A motion was made by Robert Thibault and seconded by Barbara Kelly to approve the following action item: MOTION: BE IT RESOLVED, that the Board of Education approve to award the bid to Falasca Mechanical, Vineland, NJ, for the Beverly City School HVAC improvement project in the amount of \$1,078,600.00 Funding will come from the Beverly City School Capital Projects Fund and NJBPU grant money, pending final review and approval by the school attorney, including review and disposition of any bid protest.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative



PERSONNEL:

12. Consent Agenda:

A motion was made by Robert Thibault and seconded by Barbara Kelly to approve the following action items A through Y will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve Pursuant to the provisions of N.J.S.A. 18A:27-4.1 and N.J.S.A. 18A:27-10, upon the recommendation of the Superintendent of Schools, renew the employment contracts of the following 12-month non-certified staff for the 2023-2024 year at a salary to be determined upon new contract settlement between the Beverly City Board of Education and the Beverly City Education Association:

Last Name	First Name	Position	Hire Date	2023-2024 Salary
Chakan	Denise	Accounts Payable Clerk	3/28/2011	TBD
Cole	Linda	CST Secretary	10/2/2000	TBD
Davis	Tony	Head Custodian	9/1/2004	TBD
Dollard	Justin	Investigator/Security Officer/ Custodian	2/6/2019	TBD
Sanchez-Dollard	Andrea	Administrative Secretary	9/8/2008	TBD
Williams	Samantha	Clerk Typist/Records Admin.	8/7/2017	TBD

B. MOTION: BE IT RESOLVED, that the Board of Education approve Pursuant to the provisions of N.J.S.A. 18A:27-4.1 and N.J.S.A. 18A:27-10, upon the recommendation of the Superintendent of Schools, renew the employment contracts of the following 12 month certified staff for the 2023-2024 school year at a salary to be determined upon new contract settlement between the Beverly City Board of Education and the Beverly City Education Association:

Last Name	First Name	Position	Hire Date	2023-2024 Salary
Lawler	Kerri	Director of Curriculum & Instruction	8/22/2011	TBD
Savage	Brian	Staff Accountant/Board Secretary	2/15/2011	TBD

C. MOTION: To approve Pablo Canela:

BE IT RESOLVED, that the Board of Education approve to appoint Mr. Pablo Canela as Treasurer of School Monies at a salary to be determined upon new contract settlement between the Beverly City Board of Education and the Beverly City Education Association from July 1, 2023 to June 30, 2024.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the contract for Ashley Dalia for Sign Language Services on an as needed basis at the rate of \$150.00 per hour.



E. MOTION: BE IT RESOLVED, that the Board of Education to employ George M. Gahles, School Business Administrator, for the 2023-2024 school year as per the terms and conditions of his contract. The contract has been approved by the Burlington County Superintendent of Schools, as N.J.S.A. 18A:17-24.1 et seq., N.J.S.A. 18A:7-8(j) and the standers promulgated by the Commissioner for this review pursuant to N.J.A.C. 6A:23A-3.1.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Summer Band conducted by Travis Knauss, effective July 10, 2023 through August 3, 2023 in the amount of \$40.00 per hour.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Travis Knauss as Music Coordinator for the 2023-2024 school year at a salary to be determined upon new contract settlement between the Beverly City Board of Education and the Beverly City Education Association.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Jennifer Clyde, Learning Disability Teacher Consultant, at the rate of \$77.50 per hour for the 2023-2024 school year on an as needed basis.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Health Reserve, LLC, Occupational Therapist, at the rate of \$85.00 per hour for the 2023-2024 school year, on an as needed basis.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Interactive Kids Educational Services, LLC, Behavior Analysis, at the rate of \$125.00 per hour for the 2023-2024 school year, on an as needed basis.

K. MOTION: BE IT RESOLVED, that the Board of Education approve Ed Carragher, Paraprofessional/Bus Driver, at a salary to be determined upon new contract settlement between the Beverly City Board of Education and the Beverly City Education Association, effective September 1, 2023 through June 30, 2024.

L. MOTION: BE IT RESOLVED, that the Board of Education approve homebound instruction for 1 student, effective May 31, 2023.

M. MOTION: BE IT RESOLVED, that the Board of Education approve Kathleen Kehlenbeck to conduct homebound instruction for 1 student up to 10 hours a week in the amount of \$40.00 per hour, retroactive May 31, 2023.

N. MOTION: BE IT RESOLVED, that the Board of Education approve homebound instruction for 1 student, effective June 1, 2023.

O. MOTION: BE IT RESOLVED, that the Board of Education approve Lois Harmon to conduct homebound instruction for 1 student up to 10 hours a week in the amount of \$40.00 per hour, retroactive June 1, 2023.

P. MOTION: BE IT RESOLVED, that the Board of Education approve Frank Vespe, School Counselor, at the rate of \$740.00 per day, not to exceed \$80,000.00 for the 2023-2024 school year.

Q. MOTION: BE IT RESOLVED, that the Board of Education approve Diane Dewey, Teacher, BA + Step #15+15, at the salary of \$69,698.00 for the 2023-2024 school year.

R. MOTION: BE IT RESOLVED, that the Board of Education approve Dana Young, Teacher, MA Step #17, at the salary of



\$77,622.00 for the 2023-2024 school year.

S. MOTION: BE IT RESOLVED, that the Board of Education approve Ashley Benson, Teacher, BA Step #4, at the salary of \$50,155.00 for the 2023-2024 school year.

T. MOTION: BE IT RESOLVED, that the Board of Education approve Roseline Minhas, ESY paraprofessional, at the rate of \$20.00 per hour, effective July 5, 2023 through August 3, 2023.

U. MOTION: To approve Resolution #5-14-14-:

BE IT RESOLVED, to employ the following non-tenured teaching and district personnel for the Beverly City Schools for the 2023-2024 school year.

Pursuant to the provisions of N.J.S.A. 18A:27-4.1 and N.J.S.A. 18A:27-10, upon the recommendation of the Superintendent of Schools, renew the employment contracts of the following personnel for the 2023-2024 school year:

NAME	ASSIGNMENT	REVISED TENURE DATE
Heather Rienzi	Teacher	9/19/2025

V. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Ashlee Corro, Paraprofessional, effective June 21, 2023.

W. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Kathleen Burke, ESL Teacher, effective June 30, 2023.

X. MOTION: BE IT RESOLVED, that the Board of Education approve the evaluation of Dr. Elizabeth Giacobbe, Superintendent/Principal. This motion was held until after closed session.

Y. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Scott Morrissey, teacher, effective June 30, 2023.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

CURRICULUM & INSTRUCTION:

13. Consent Agenda:



A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A through N will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Catherin Simone, science instructional coach, to provide professional development regarding climate change, specifically weather and its trends, and how to use technology to implement the district's climate awareness curriculum for teachers and administrators, in the amount of \$1,086.00 per day for five days for a total of \$5,430.00 to be completely by June 30th using the Burlington County Reissue Climate Change Pilot grant funds.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Newsela contract in the amount of \$7,067.61 for the 2023-2024 school year.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the K12 contract in the amount of \$2,700.00 for the 2023-2024 school year.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the IXL contract in the amount of \$5,100.00 for the 2023-2024 school year.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the renewal of Reflex Math Site License for all students at a rate of \$3,295.00.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the Notable Inc. (Kami) contract for the 2023-2024 school year in the total amount of \$2,268.00.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the Read 180/System 44 for the 2023-2024 school year in the total amount of \$6,600.00.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the following curricular frameworks for the 2023-2024 school year:

- English Language Arts K-8th Grade
- ESL K-8th Grade
- Gifted and Talented K-8th Grade
- Health and Physical Education K-8th Grade
- Math K-8th Grade
- Science K-8th Grade
- Social Studies K-8th Grade
- Technology and Library K-8th Grade
- Visual and Performing Arts: Art K-8th Grade
- Visual and Performing Arts: Music K-8th Grade
- World Language K-8th Grade



I. MOTION: BE IT RESOLVED, that the Board of Education approve the Health and Physical Education curriculum for the 2023-2024 school year.

J. MOTION: BE IT RESOLVED, that the Board of Education approve the 2023 Career Readiness, Life Literacies, and Key Skills integration document for the 2023-2024 school year.

K. MOTION: BE IT RESOLVED, that the Board of Education approve the School Safety Data System (SSDS) for report period 2 and for the entire 2022-2023 school year.

L. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the Climate Awareness Education: Implementing the New Jersey Student Learning Standards for Climate Change-Continuation-REISSUE grant funds in the amount of \$6,600.00 towards climate awareness initiatives.

M. MOTION: BE IT RESOLVED, that the Board of Education approve Peyton Whittington, middle school science teacher, in the amount of \$100 per day to be trained in and work on climate change curriculum, per the NJSLS climate change standards mandate.

N. MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of Activate Learning Open Ed Science resources for the implementation of the new NJSLS change initiatives, in the amount of \$1,228.94, using Burlington County Reissue Climate Pilot grant funds.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

PROFESSIONAL DEVELOPMENT:

A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items BE IT RESOLVED, that the Board of Education approve the professional development for the following staff to attend the online Foundations Level 3 class on August 11, 2023 in the amount of \$22.00 per hour:

- Amy Hornbeck
- Anneliese McCloskey
- Heather Rienzi
- Francesca DiMedio

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative



15. Old Business –

- BPU Grant – Mr. Gahles noted that this project has now been awarded to Falasca Mechanical.
- Dumpster Enclosure Change Order – The District is still awaiting final change order credit numbers.

16. New Business – There was no new business this month.

17. Superintendent's Report:

A. Enrollment Report: 335

B. Attendance Report: 90%

C. Nurse's Report

D. Discipline Report:

Total Suspensions: 1

E. Drills:

- Fire Drill – March 17, 2023 – 10:33 AM – 4 minutes 30 seconds
- Lockdown Drill – March 31, 2023 – 9:33 AM
- Fire Drill – April 4, 2023 – 9:28 AM – 4 minutes 7 seconds
- Fire Drill – April 21, 2023 – 9:31 AM – 4 minutes 56 seconds
- Bus Evacuation Drill – May 5, 2023 – 8:47 AM
- Fire Drill – May 8, 2023 – 9:30 AM – 4 minutes 4 seconds
- Fire Drill – June 1, 2023 – 10:36 AM – 5 minutes 7 seconds
- Shelter In Place – June 13, 2023 – 9:28 AM

F. H.I.B. Incidents:

 0 incidents reported: 0 were confirmed bullying, 0 determined to be non-HIB related or non-actionable HIB, and 0 inconclusive.

MOTION: Executive Session Resolution:

A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action item WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and



WHEREAS, the Board of Education of the Beverly City School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately 5:17 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Beverly City School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing, 124 N.J. 478, the employee(s) and nature of discussion is:

A. Superintendent Evaluation

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

The Board of Education reconvened from closed session at 6:02 p.m.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

18. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action item MOTION:
BE IT RESOLVED, that the Board of Education approve the evaluation of Dr. Elizabeth Giacobbe, Superintendent/Principal.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative



18.A. Correspondence – There was no correspondence for the month besides the QSAC letter noted at the beginning of the meeting.

19. Board Comments – There were no Board comments this month.

20. Public Comments – There were no public comments this month.

21. Adjournment

A motion was made by Robert Thibault and seconded by Barbara Kelly to adjourn the Board of Education meeting at 6:07 p.m.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Susan Roth	Absent	Richard Wolbert	Affirmative

Respectfully submitted:

Brian F. Savage

Brian F. Savage

Staff Accountant/Board Secretary



BEVERLY CITY BOARD OF EDUCATION
601 Bentley Avenue
Beverly, New Jersey 08010
www.beverlycityschool.org
REGULAR MEETING

Beverly City School
July 13, 2023

6:00 PM
Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the Board President, Richard Wolbert and the following was read: The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on January 5, 2023. A copy was also submitted to the Beverly Post Office.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.

The Dr. Brian F. Savage, Board Secretary to administered oath for member of the Beverly City Board of Education:

Ariel Pina

2. Mr. Wolbert led the Pledge of Allegiance.

3. Roll Call

Barbara Kelly	Present	Robert Thibault	Present
Ariel Pina	Present	Richard Wolbert	Present
Susan E. Roth	Present		



4. Richard Wolbert, Board President opened the meeting.

4.A. MOTION: BE IT RESOLVED, that the Board of Education approve the nomination for the office of Vice President

The Board Secretary called for nominations for Vice President.

Susan E. Roth nominated Barbara Kelly for Vice President of the Board of Education and Robert Thibault seconded the motion. There were no other nominations.

BE IT RESOLVED, that the Board of Education approve the new officer assumes office immediately.

The motion carried on a roll call vote.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

5. Board Member Comments on the Agenda

There were no Board Member comments on the agenda.

6. Public Comment on Agenda Items Only

Mr. Haaf, 132 Riverbank Avenue, Beverly NJ, wanted to let the Board of Education know how pleased he was that he received hand written thank you notes from the students.

7. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following, that the Board of Education approve the regular meeting minutes March 16, 2023 and May 4, 2023.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Abstained	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

MONTHLY FINANCIALS/CONTRACTS:



8. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A through G will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To accept the financial Report of the Secretary for the month ending May 2023: Balance on hand \$2,406,173.40

Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of May 2023, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

Brian F. Savage

School Business Administrator/Board Secretary

_____ Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of May 2023, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of May 2023.

C. MOTION: To approve the purchase orders in the amount of \$55,335.94 for the month of June Final 2023.

D. MOTION: To approve the purchase orders in the amount of \$370,024.27 for the month of July 2023.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$1,276,815.50 for the month of June Final 2023 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.



F. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$29,353.60 for the month of July 2023 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

G. MOTION: To approve the gross payroll wages for the pay period ending June 15, 2023 in the amount of \$225,105.63 and for the pay period ending June 21, 2023 in the amount of \$162,031.17 and the pay period ending June 30, 2023 in the amount of \$50,781.15 in the total amount of \$437,917.95 for the month of June 2023.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

FINANCIALS/CONTRACTS:

9. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A through F will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve to accept 2 Pre-kindergarten students from Delanco, billing to include tuition in the amount of \$17,256.00 per student and related services billed separately effective September 1, 2023 to June 30, 2024.

B. MOTION: BE IT RESOLVED, that the Board of Education approve to accept 2 Pre-kindergarten students from Delanco, for the 2023 ESY for 18 days, billing to include tuition in the amount of \$1,725.66 per student and related services billed separately.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Bilingual Learning Disabilities Teacher Consultant, on as needed basis provided by Maria L. Azpiri for the 2023-2024 year in the amount of \$500.00 per evaluation.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the SEMI Medicaid Reimbursement Program for the 2023-2024 school year.

E. MOTION: BE IT RESOLVED, that the Board of Education approve to appoint for the 2023-2024, the food service management contract with Nutri-Serve Management, Inc. at the flat fee of \$22,358.00, approve the contract for the 2023-2024 school year and approve the total cost of the contract to be \$274,119.99, as reported on the Form 23CR.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the following school meal prices for the 2023-2024 school year:

Breakfast:
\$2.00 paid



\$.40 reduced (unless subsidized by the State or Federal government)

Lunch:

\$3.00 paid

\$.40 reduced (unless subsidized by the State or Federal government)

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

PERSONNEL:

10. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A through E will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOVLED, that the Board of Education approve the funding of Donna Groves and Melissa Shaw through Title I funds in the total amount of \$108,667.00 for salaries and \$69,547.00 for benefits.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Meredith Shockley, Teacher, effective August 27, 2023.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Larita Farmer, Teacher, at the salary of \$69,698.00 Step #15+15, BA, effective September 1, 2023 through June 30, 2024.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Amira Fanek, Teacher, at the salary of \$55,878.00 Step #9, BA, effective September 1, 2023 through June 30, 2024.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Joe Campisi, Director of Pupil Services/Disciplinarian, at the salary of \$140,000.00, effective commencing on date to be determined upon release from his current contract through June 30, 2024.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		



CURRICULUM & INSTRUCTION:

11. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A and L will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve the revised Chapter 27 Emergency Virtual or Remote Learning Plan.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the FY23 IDEA application in the amount of:

Basic: \$134,794.00
Preschool: \$3,845.00

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Oncourse contract in the amount of \$1,746.86 for the 2023-2024 school year.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the ESEA consolidated grant application submission for the year 2023-2024:

Title I Funds: \$178,215.00
Title II Funds: \$19,238.00
Title IV Funds: \$10,000.00

E. MOTION: BE IT RESOLVED, that the Board of Education approve to not apply for Title III funds in the amount of \$5,702.00.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Catherine Simone, Math and Science Data staff developer in the amount of \$19,238.00 for nineteen days at a daily rate of \$1,012.00 using Title II funds.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the renewal quote for products and services using Schoolnet (edConnectNJ) in the amount of \$10,624 for the 2023-2024 school year.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Renaissance for the 2023-2024 school year in the amount of \$9,190.00.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the Learning Ally contract for the 2023-2024 school year in the total amount of \$2,598.00.



J. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the request for 1, 6th grade student (J.B.) to be homeschooled, instruction provided by the parent.

K. MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of Wilson materials to supplement the Foundations program Kindergarten through third grade in an effort to improve phonemic awareness and support reading instructional gaps caused by COVID-19 absences in the amount of \$23,759.36.

L. MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of Amplify CKLA resources and Wilson materials to revitalize the 2nd through 4th grade reading and writing curriculum with materials that build background knowledge and base instruction in the science of reading in the amount of \$29,490.24.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items A and D will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A.MOTION: BE IT RESOLVED, that the Board of Education approve the payment of the following teachers for summer climate change professional development at a rate of \$100.00 per day for the 2023 summer:

- Abigail Longstreet
- Francesca DiMedio
- Doreen Torrillo
- Peyton Whittington
- Dana Young

B. MOTION: BE IT RESOLVED, that the Board of Education approve payment of the following teachers for summer ELA professional development in the amount of \$100.00 per day:

- Stefanie Maldonado
- Ronald Vogelei
- Anneliese McCloskey
- Ashley Benson



- Francesca DiMedio

C. MOTION: BE IT RESOLVED, that the Board of Education approve payment of the following teachers for the Tools of the Mind Training in the amount of \$100.00 per day:

- Larita Farmer
- Amira Fanek
- Amy Hornback

D. MOTION: BE IT RESOLVED, that the Board of Education approve payment of the following teachers for the Tools of the Mind Training in the amount of \$100.00 per day:

- Francesca DiMedio
- Anneliese McCloskey
- Abigail Longstreet
- Amy Hornback
- Amira Fanek

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

13. Old Business –

- BPU Grant – Dr. Savage gave an update on the BPU Project. He noted that the project is moving forward and initial meetings have been held.

- Annex – Dr. Savage noted that he continues to work with the contractor to close out the project but there are still a few open items including change orders and final punch list items.

14. New Business

There was no new business for the month.

15. Correspondence

There was no correspondence for the month.

16. Board Comments



Robert Thibault welcomed Joe Campisi, Director of Pupil Services/Disciplinarian.

17. Public Comments

There were no public comments for the month.

18. Adjournment

A motion was made by Robert Thibault and seconded by Barbara Kelly to adjourn the Board of Education Meeting at 6:35 p.m.

Roll Call

Barbara Kelly	Affirmative	Robert Thibault	Affirmative
Ariel Pina	Affirmative	Richard Wolbert	Affirmative
Susan E. Roth	Affirmative		

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 11 Month Period Ending 05/30/2023

=====
 ASSETS AND RESOURCES
 =====

--- A S S E T S ---

101	Cash in bank		\$2,406,173.40
102-107	Cash and cash equivalents		\$500.00
116	Capital reserve Account		\$181,976.00
121	Tax levy receivable		\$34,422.12
	Accounts receivable:		
132	Interfund	\$0.23	
141	Intergovernmental - State	\$941,606.34	
			\$941,606.57

--- R E S O U R C E S ---

301	Estimated Revenues	\$8,808,440.00	
302	Less Revenues	(\$6,973,032.94)	
			\$1,835,407.06

Total assets and resources	\$5,400,085.15
----------------------------	----------------

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 11 Month Period Ending 05/30/2023

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

Other current liabilities including Net Assets (\$231,078.00)

TOTAL LIABILITIES (\$231,078.00)

=====

FUND BALANCE

--- Appropriated ---

753 Reserve for Encumbrances - Current Year \$2,017,966.67

Reserved fund balance:

760 Reserved Fund Balance \$392,738.95

601 Appropriations \$9,949,004.00

602 Less : Expenditures \$6,861,103.14

603 Encumbrances \$2,017,966.67

(\$8,879,069.81)

\$1,069,934.19

Total Appropriated

\$3,480,639.81

--- Unappropriated ---

770 Unreserved Fund Balance - \$3,291,087.34

303 Budgeted Fund Balance (\$1,140,564.00)

TOTAL FUND BALANCE

\$5,631,163.15

TOTAL LIABILITIES AND FUND EQUITY

\$5,400,085.15

=====

Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 11 Month Period Ending 05/30/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$9,949,004.00	\$8,879,069.81	\$1,069,934.19
Revenues	(\$8,808,440.00)		
		(\$6,973,032.94)	
			(\$1,835,407.06)
	<u>\$1,140,564.00</u>	<u>\$1,906,036.87</u>	<u>(\$765,472.87)</u>
Less: Adjust for prior year encumb.	<u>\$0.00</u>	<u>\$0.00</u>	
Budgeted Fund Balance	<u>\$1,140,564.00</u>	<u>\$1,906,036.87</u>	<u>(\$765,472.87)</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	<u>\$1,140,564.00</u>	<u>\$1,906,036.87</u>	<u>(\$765,472.87)</u>
TOTAL Budgeted Fund Balance	<u><u>\$1,140,564.00</u></u>	<u><u>\$1,906,036.87</u></u>	<u><u>(\$765,472.87)</u></u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10

INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND

APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE

For 11 Month Period Ending 05/30/2023

		BUDGETED	ACTUAL TO	NOTE: OVER	UNREALIZED
		ESTIMATED	DATE	OR (UNDER)	BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$3,009,773.00	\$2,637,410.16		\$372,362.84
3XXX	From State Sources	\$5,756,461.00	\$4,285,310.00		\$1,471,151.00
4XXX	From Federal Sources	\$42,206.00	\$50,312.78		(\$8,106.78)
TOTAL REVENUE/SOURCES OF FUNDS		\$8,808,440.00	\$6,973,032.94		\$1,835,407.06
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE
					BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,848,191.00	\$1,624,438.73	\$120,103.15	\$103,649.12
11-2XX-100-XXX	Special Education - Instruction	\$370,035.00	\$328,915.80	\$34,170.97	\$6,948.23
11-230-100-XXX	Basic Skills - Remedial Instruction	\$81,620.00	\$71,959.18	\$9,660.00	\$0.82
11-240-100-XXX	Bilingual Education - Instruction	\$54,200.00	\$48,528.50	\$2,571.50	\$3,100.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$13,000.00	\$4,342.88	\$8,629.12	\$28.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$9,000.00	\$6,941.04	\$148.00	\$1,910.96
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$3,252,270.00	\$1,868,182.08	\$1,360,447.65	\$23,640.27
11-000-211-XXX	Attendance and Social Work Services	\$44,408.00	\$41,067.86	\$3,337.64	\$2.50
11-000-213-XXX	Health Services	\$148,004.00	\$126,629.74	\$21,116.16	\$258.10
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$182,498.00	\$143,721.73	\$19,275.31	\$19,500.96
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$29,323.00	\$18,226.90	\$3,096.10	\$8,000.00
11-000-218-XXX	Guidance	\$23,883.00	\$22,523.10	\$1,349.40	\$10.50
11-000-219-XXX	Child Study Teams	\$223,370.00	\$185,727.20	\$19,009.36	\$18,633.44
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$217,102.00	\$195,810.07	\$18,027.52	\$3,264.41
11-000-222-XXX	Educational Media Serv/School Library	\$2,664.00	\$0.00	\$0.00	\$2,664.00
11-000-223-XXX	Instructional Staff Training Services	\$20,600.00	\$18,714.42	\$960.00	\$925.58
11-000-230-XXX	Supp. Serv.-General Administration	\$259,488.00	\$211,938.92	\$19,196.91	\$28,352.17
11-000-240-XXX	Supp. Serv.-School Administration	\$30,097.00	\$25,146.70	\$2,574.45	\$2,375.85
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$148,038.00	\$136,916.13	\$10,047.47	\$1,074.40
11-000-261-XXX	Require Maint. for School Facilities	\$104,750.00	\$90,144.64	\$12,667.83	\$1,937.53
11-000-262-XXX	Custodial Services	\$450,500.00	\$376,071.13	\$38,797.42	\$35,631.45
11-000-266-XXX	Security	\$55,896.00	\$51,205.50	\$4,659.70	\$30.80
11-000-270-XXX	Student Transportation Services	\$447,411.00	\$269,189.21	\$82,474.33	\$95,747.46
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$1,119,156.00	\$836,097.83	\$211,378.51	\$71,679.66
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$9,135,504.00	\$6,702,439.29	\$2,003,698.50	\$429,366.21

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 GENERAL FUND - FUND 10
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 11 Month Period Ending 05/30/2023

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$13,500.00	\$0.00	\$13,402.50	\$97.50
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$800,000.00	\$158,663.85	\$865.67	\$640,470.48
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$813,500.00	\$158,663.85	\$14,268.17	\$640,567.98
TOTAL GENERAL FUND EXPENDITURES	\$9,949,004.00	\$6,861,103.14	\$2,017,966.67	\$1,069,934.19

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 11 Month Period Ending 05/30/2023

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$2,996,899.00	\$2,599,531.00	\$397,368.00
1XXX	Miscellaneous	\$12,874.00	\$37,879.16	(\$25,005.16)
	TOTAL LOCAL	\$3,009,773.00	\$2,637,410.16	\$372,362.84
		=====	=====	=====
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	\$193,173.00	\$193,173.00	.00
3131	Extraordinary Aid	\$65,000.00	\$146,092.00	(\$81,092.00)
3176	Equalization	\$4,452,104.00	\$2,899,861.00	\$1,552,243.00
3177	Categorical Security	\$105,269.00	\$105,269.00	.00
3178	Adjustment Aid	\$758,309.00	\$758,309.00	.00
3XXX	Other State Aids	\$182,606.00	\$182,606.00	\$0.00
	TOTAL	\$5,756,461.00	\$4,285,310.00	\$1,471,151.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4200	Federal Grants including Medicaid Reimbursement	\$19,986.00	\$22,230.78	(\$2,244.78)
4XXX	Other Federal Aids	\$22,220.00	\$28,082.00	(\$5,862.00)
	TOTAL	\$42,206.00	\$50,312.78	(\$8,106.78)
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$8,808,440.00	\$6,973,032.94	\$1,835,407.06
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$128,949.00	\$108,582.66	\$3,552.52	\$16,813.82
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$660,883.00	\$584,280.38	\$12,117.74	\$64,484.88
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$440,134.00	\$397,545.25	\$38,324.23	\$4,264.52
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$6,550.00	\$5,572.80	\$0.00	\$977.20
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$339,275.00	\$290,841.66	\$34,102.31	\$14,331.03
11-190-100-320 Purchased Prof.-Ed. Services	\$3,550.00	.00	\$3,500.00	\$50.00
11-190-100-340 Purchased Technical Services	\$63,950.00	\$56,577.58	\$7,093.61	\$278.81
11-190-100-500 Other Purch. Serv. (400-500 series)	\$37,900.00	\$30,779.92	\$6,434.76	\$685.32
11-190-100-610 General Supplies	\$144,700.00	\$128,416.84	\$14,619.13	\$1,664.03
11-190-100-640 Textbooks	\$22,300.00	\$21,841.64	\$358.85	\$99.51
TOTAL	\$1,848,191.00	\$1,624,438.73	\$120,103.15	\$103,649.12
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$152,202.00	\$136,375.93	\$12,558.07	\$3,268.00
11-204-100-106 Other Salaries for Instruction	\$6,800.00	\$6,700.07	.00	\$99.93
TOTAL	\$159,002.00	\$143,076.00	\$12,558.07	\$3,367.93
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$201,289.00	\$179,676.10	\$21,612.90	\$0.00
11-213-100-106 Other Salaries for Instruction	\$5,944.00	\$5,944.00	.00	.00
11-213-100-610 General supplies	\$3,800.00	\$219.70	.00	\$3,580.30
TOTAL	\$211,033.00	\$185,839.80	\$21,612.90	\$3,580.30
TOTAL SPECIAL ED - INSTRUCTION	\$370,035.00	\$328,915.80	\$34,170.97	\$6,948.23
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$81,620.00	\$71,959.18	\$9,660.00	\$0.82
TOTAL	\$81,620.00	\$71,959.18	\$9,660.00	\$0.82
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$54,200.00	\$48,528.50	\$2,571.50	\$3,100.00
TOTAL	\$54,200.00	\$48,528.50	\$2,571.50	\$3,100.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$10,000.00	\$3,070.88	\$6,929.12	.00
11-401-100-500 Purchased Services (300-500 series)	\$3,000.00	\$1,272.00	\$1,700.00	\$28.00
TOTAL	\$13,000.00	\$4,342.88	\$8,629.12	\$28.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$5,000.00	\$4,852.00	\$148.00	.00
11-402-100-600 Supplies and Materials	\$4,000.00	\$2,089.04	.00	\$1,910.96
TOTAL	\$9,000.00	\$6,941.04	\$148.00	\$1,910.96

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$1,094,120.00	\$964,992.84	\$109,747.72	\$19,379.44
11-000-100-562 Tuition to Other LEAs within State Special	\$386,715.00	\$329,384.33	\$57,329.86	\$0.81
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$201,311.00	\$181,120.50	\$20,124.50	\$66.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$1,426,991.00	\$281,318.02	\$1,145,672.89	\$0.09
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$140,106.00	\$111,366.39	\$27,572.68	\$1,166.93
11-000-100-568 Tuition - State Facilities	\$3,027.00	.00	.00	\$3,027.00
TOTAL	\$3,252,270.00	\$1,868,182.08	\$1,360,447.65	\$23,640.27
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$39,998.00	\$36,660.36	\$3,337.64	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$4,410.00	\$4,407.50	.00	\$2.50
TOTAL	\$44,408.00	\$41,067.86	\$3,337.64	\$2.50
--- Health services ---				
11-000-213-100 Salaries	\$94,754.00	\$85,791.82	\$8,904.20	\$57.98
11-000-213-300 Purchased Prof. & Tech. Svc.	\$46,400.00	\$37,127.75	\$9,167.50	\$104.75
11-000-213-600 Supplies and Materials	\$6,350.00	\$3,210.17	\$3,044.46	\$95.37
11-000-213-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$148,004.00	\$126,629.74	\$21,116.16	\$258.10
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$70,998.00	\$63,928.40	\$7,049.80	\$19.80
11-000-216-320 Purchased Prof. Ed. Services	\$110,000.00	\$79,581.33	\$12,225.51	\$18,193.16
11-000-216-600 Supplies and Materials	\$1,500.00	\$212.00	.00	\$1,288.00
TOTAL	\$182,498.00	\$143,721.73	\$19,275.31	\$19,500.96
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$21,323.00	\$18,226.90	\$3,096.10	.00
11-000-217-320 Purchased Prof. Ed. Services	\$8,000.00	.00	.00	\$8,000.00
TOTAL	\$29,323.00	\$18,226.90	\$3,096.10	\$8,000.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	\$16,163.00	\$14,804.10	\$1,349.40	\$9.50
11-000-218-320 Purchased Prof. - Ed. Services	\$7,720.00	\$7,719.00	.00	\$1.00
TOTAL	\$23,883.00	\$22,523.10	\$1,349.40	\$10.50
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$172,022.00	\$153,794.17	\$16,849.72	\$1,378.11
11-000-219-105 Sal Secr. & Clerical Asst.	\$25,916.00	\$23,756.04	\$2,159.64	\$0.32
11-000-219-320 Purchased Prof. - Ed. Services	\$7,045.00	\$254.15	.00	\$6,790.85
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$10,587.00	\$149.00	.00	\$10,438.00
11-000-219-600 Supplies and Materials	\$5,300.00	\$5,273.84	.00	\$26.16
11-000-219-800 Other Objects	\$2,500.00	\$2,500.00	.00	.00
TOTAL	\$223,370.00	\$185,727.20	\$19,009.36	\$18,633.44
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$192,027.00	\$175,213.26	\$16,666.00	\$147.74

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-221-104 Salaries Other Prof. Staff	\$8,350.00	\$7,284.36	\$659.06	\$406.58
11-000-221-105 Sal Secr. & Clerical Asst.	\$2,625.00	\$2,270.96	\$205.26	\$148.78
11-000-221-11X Other Salaries	\$6,000.00	\$5,434.50	\$497.20	\$68.30
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$5,500.00	\$5,496.10	.00	\$3.90
11-000-221-600 Supplies and Materials	\$2,600.00	\$110.89	.00	\$2,489.11
TOTAL	\$217,102.00	\$195,810.07	\$18,027.52	\$3,264.41
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$20.00	.00	.00	\$20.00
11-000-222-500 Other Purchased Services (400-500 series)	\$644.00	.00	.00	\$644.00
11-000-222-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-222-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$2,664.00	\$0.00	\$0.00	\$2,664.00
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$850.00	.00	.00	\$850.00
11-000-223-500 Other Purchased Services (400-500 series)	\$19,750.00	\$18,714.42	\$960.00	\$75.58
TOTAL	\$20,600.00	\$18,714.42	\$960.00	\$925.58
--- Support services-general administration ---				
11-000-230-100 Salaries	\$176,588.00	\$158,420.24	\$14,401.84	\$3,765.92
11-000-230-331 Legal Services	\$26,765.00	\$11,200.48	\$3,567.28	\$11,997.24
11-000-230-332 Audit Fees	\$20,000.00	\$18,200.00	.00	\$1,800.00
11-000-230-339 Other Purchased Prof. Svc.	\$4,835.00	\$4,835.00	.00	.00
11-000-230-340 Purchased Tech. Services	\$2,000.00	\$700.00	.00	\$1,300.00
11-000-230-530 Communications/Telephone	\$6,000.00	\$4,184.13	\$293.88	\$1,521.99
11-000-230-580 Travel - All Other	\$2,100.00	\$2,047.50	.00	\$52.50
11-000-230-585 BOE Other Purchased Prof. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-230-590 Misc Purchased Services (400-500)	\$5,000.00	\$1,127.20	\$0.00	\$3,872.80
11-000-230-610 General Supplies	\$4,000.00	\$2,797.68	\$933.91	\$268.41
11-000-230-890 Misc. Expenditures	\$3,000.00	\$250.00	.00	\$2,750.00
11-000-230-895 BOE Membership Dues and Fees	\$8,200.00	\$8,176.69	.00	\$23.31
TOTAL	\$259,488.00	\$211,938.92	\$19,196.91	\$28,352.17
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	\$28,497.00	\$23,992.32	\$2,181.12	\$2,323.56
11-000-240-600 Supplies and Materials	\$1,100.00	\$654.38	\$393.33	\$52.29
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$30,097.00	\$25,146.70	\$2,574.45	\$2,375.85
--- Central Services ---				
11-000-251-100 Salaries	\$114,338.00	\$104,528.54	\$9,508.90	\$300.56
11-000-251-340 Purchased Technical Services	\$5,650.00	\$5,511.61	\$115.02	\$23.37
11-000-251-600 Supplies and Materials	\$2,650.00	\$2,189.25	\$423.55	\$37.20
11-000-251-89X Other Objects	\$200.00	\$67.38	.00	\$132.62
TOTAL	\$122,838.00	\$112,296.78	\$10,047.47	\$493.75
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$25,200.00	\$24,619.35	.00	\$580.65

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$25,200.00	\$24,619.35	\$0.00	\$580.65
TOTAL Cent. Svcs. & Admin IT	\$148,038.00	\$136,916.13	\$10,047.47	\$1,074.40
--- Required Maint. for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$67,150.00	\$55,993.35	\$9,315.39	\$1,841.26
11-000-261-610 General Supplies	\$37,600.00	\$34,151.29	\$3,352.44	\$96.27
TOTAL	\$104,750.00	\$90,144.64	\$12,667.83	\$1,937.53
--- Custodial Services ---				
11-000-262-1XX Salaries	\$164,809.00	\$148,706.11	\$0.00	\$16,102.89
11-000-262-300 Purchased Prof. & Tech. Svc.	\$49,900.00	\$40,024.89	\$9,564.71	\$310.40
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$66,600.00	\$56,418.27	\$10,013.01	\$168.72
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$600.00	\$468.63	\$125.01	\$6.36
11-000-262-490 Other Purchased Property Svc.	\$2,000.00	\$1,687.00	.00	\$313.00
11-000-262-520 Insurance	\$901.00	.00	.00	\$901.00
11-000-262-590 Misc. Purchased Services	\$47,900.00	\$45,718.92	\$2,132.00	\$49.08
11-000-262-610 General Supplies	\$4,000.00	\$1,598.00	.00	\$2,402.00
11-000-262-621 Energy (Natural Gas)	\$33,940.00	\$20,574.91	\$13,365.09	.00
11-000-262-622 Energy (Electricity)	\$77,850.00	\$60,660.40	\$3,597.60	\$13,592.00
11-000-262-8XX Other Objects	\$2,000.00	\$214.00	\$0.00	\$1,786.00
TOTAL	\$450,500.00	\$376,071.13	\$38,797.42	\$35,631.45
--- Security ---				
11-000-266-100 Salaries	\$55,896.00	\$51,205.50	\$4,659.70	\$30.80
TOTAL	\$55,896.00	\$51,205.50	\$4,659.70	\$30.80
TOTAL Oper & Maint of Plant Services	\$611,146.00	\$517,421.27	\$56,124.95	\$37,599.78
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans (Bet Home & Sch) -Sp Ed	\$37,492.00	\$27,925.51	\$2,488.41	\$7,078.08
11-000-270-162 Sal Pupil Trans, Other than Bet Home & Sch	\$25,436.00	\$23,294.26	\$2,117.66	\$24.08
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$10,000.00	\$9,846.00	.00	\$154.00
11-000-270-503 Contr Svc-Aid in Lieu Payments-Non Pub Sch	\$40,000.00	\$11,804.10	\$13,195.90	\$15,000.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$40,499.00	\$30,347.02	\$3,360.78	\$6,791.20
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$500.00	.00	.00	\$500.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$10,000.00	.00	.00	\$10,000.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$74,492.00	\$54,725.38	\$19,306.52	\$460.10
11-000-270-517 Contract Svc (reg std) - ESCs	\$32,596.00	.00	.00	\$32,596.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$170,396.00	\$111,034.94	\$42,005.06	\$17,356.00
11-000-270-800 Misc. Expenditures	\$6,000.00	\$212.00	.00	\$5,788.00
TOTAL	\$447,411.00	\$269,189.21	\$82,474.33	\$95,747.46
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$9,268.00	\$8,994.00	.00	\$274.00
11-XXX-XXX-220 Social Security Contributions	\$84,000.00	\$80,139.61	\$3,860.39	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$106,100.00	\$106,051.33	.00	\$48.67

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	\$1,000.00	.00	.00	\$1,000.00
11-XXX-XXX-250 Unemployment Compensation	\$25,000.00	\$16,398.41	\$8,601.59	.00
11-XXX-XXX-260 Workman's Compensation	\$38,525.00	\$38,503.56	.00	\$21.44
11-XXX-XXX-270 Health Benefits	\$798,763.00	\$555,500.23	\$175,890.47	\$67,372.30
11-XXX-XXX-280 Tuition Reimbursement	\$2,900.00	.00	.00	\$2,900.00
11-XXX-XXX-290 Other Employee Benefits	\$53,600.00	\$30,510.69	\$23,026.06	\$63.25
TOTAL	\$1,119,156.00	\$836,097.83	\$211,378.51	\$71,679.66
Total Undistributed Expenditures	\$6,759,458.00	\$4,617,313.16	\$1,828,415.76	\$313,729.08
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$9,135,504.00	\$6,702,439.29	\$2,003,698.50	\$429,366.21
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$9,135,504.00	\$6,702,439.29	\$2,003,698.50	\$429,366.21

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undist. Exp. - Non-instructional Services				
12-000-300-730 Non-instructional services	\$13,500.00	.00	\$13,402.50	\$97.50
TOTAL	\$13,500.00	\$0.00	\$13,402.50	\$97.50
--- Facilities acquisition and construction services ---				
12-000-400-390 Other Purchased Prof. & Tech Services	\$46,500.00	\$46,500.00	.00	.00
12-000-400-450 Construction Services	\$653,500.00	\$112,163.85	\$865.67	\$540,470.48
12-000-400-710 Land and improvements	\$100,000.00	.00	.00	\$100,000.00
Sub Total	\$800,000.00	\$158,663.85	\$865.67	\$640,470.48
TOTAL	\$800,000.00	\$158,663.85	\$865.67	\$640,470.48
TOTAL CAPITAL OUTLAY EXPENDITURES	\$813,500.00	\$158,663.85	\$14,268.17	\$640,567.98

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL GENERAL FUND EXPENDITURES	\$9,949,004.00	\$6,861,103.14	\$2,017,966.67	\$1,069,934.19

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10

For 11 Month Period Ending 05/30/2023

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

7/11 9:08am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 11 Month Period Ending 05/30/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

--- R E S O U R C E S ---

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 11 Month Period Ending 05/30/23

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 11 Month Period Ending 05/30/23

=====

LIABILITIES AND FUND EQUITY

=====

RECAPITULATION OF FUND BALANCE:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Less: Adjust for prior year encumb.	\$0.00	\$0.00	

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education

School-Based Budget - FUND 15
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/30/23

	Appropriations	Expenditures	Encumbrances	Available Balance
*** APPROPRIATIONS ***				
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- UNDISTRIBUTED EXPENDITURES ---				

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 11 Month Period Ending 05/30/23

CAPITAL OUTLAY

Appropriations	Expenditures	Encumbrances	Available Balance
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15

For 11 Month Period Ending 05/30/23

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

7/11 9:08am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 11 Month Period Ending 05/30/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$214,237.00)
	Accounts receivable:		
141	Intergovernmental - State	\$5,522.00	
142	Intergovernmental - Federal	\$8,653.06	
			\$14,175.06

--- R E S O U R C E S ---

301	Estimated Revenues	\$2,064,662.94	
302	Less Revenues	(\$1,537,999.90)	
			\$526,663.04
	Total assets and resources		\$326,601.10
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 11 Month Period Ending 05/30/23

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

481	Deferred revenues	(\$9,440.00)
TOTAL LIABILITIES		(\$9,440.00)

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$151,365.87
601	Appropriations	\$2,064,662.94
602	Less: Expenditures	\$1,728,621.84
603	Encumbrances	\$151,365.87
		(\$1,879,987.71)
		\$184,675.23
TOTAL FUND BALANCE		\$336,041.10
TOTAL LIABILITIES AND FUND EQUITY		\$326,601.10

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 11 Month Period Ending 05/30/23

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	\$740,340.00	\$740,340.00		.00
4XXX	From Federal Sources	\$1,324,322.94	\$797,659.90		\$526,663.04
TOTAL REVENUE/SOURCES OF FUNDS		\$2,064,662.94	\$1,537,999.90		\$526,663.04
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Preschool Education Aid (218)	\$740,340.00	\$649,690.62	\$87,791.64	\$2,857.74
TOTAL STATE PROJECTS		\$740,340.00	\$649,690.62	\$87,791.64	\$2,857.74
FEDERAL PROJECTS:					
	ESSA Title I - Part A/D (231-239)	\$130,628.00	\$73,346.22	\$9,503.78	\$47,778.00
	I D.E.A. Part B (Handicapped) (250-259)	\$131,972.00	\$113,767.85	\$14,356.15	\$3,848.00
	ESSA Title II - Part A/D (270-279)	\$11,715.00	\$11,715.00	.00	.00
	ESSA Title IV (280-289)	\$11,520.00	\$9,216.00	\$2,304.00	.00
	CARES Act Education Stabilization Fund (477)	\$7,235.00	\$3,058.45	.00	\$4,176.55
	ARP - ESSER Grant Program (487)	\$831,156.00	\$688,920.80	\$23,460.20	\$118,775.00
	ARP - ESSER Accelerated Learning Coaching (488)	\$50,000.00	\$42,000.00	\$3,000.00	\$5,000.00
	ARP - ESSER Evidence-Based Summer Learning (489)	\$25,095.94	\$22,856.00	.00	\$2,239.94
	ARP - ESSER Evidence-Based Comprehensive (490)	\$36,500.00	\$34,400.00	\$2,100.00	.00
	ARP - ESSER NJ Tiered System of Supports (491)	\$88,501.00	\$79,650.90	\$8,850.10	.00
TOTAL FEDERAL PROJECTS		\$1,324,322.94	\$1,078,931.22	\$63,574.23	\$181,817.49
*** TOTAL EXPENDITURES ***		\$2,064,662.94	\$1,728,621.84	\$151,365.87	\$184,675.23

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 11 Month Period Ending 05/30/23

	ESTIMATED	ACTUAL	UNREALIZED
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$740,340.00	\$740,340.00	.00
Total Revenue from State Sources	\$740,340.00	\$740,340.00	\$0.00
--- FEDERAL SOURCES ---			
4411-16 Title I	\$130,628.00	\$45,522.00	\$85,106.00
4451-55 Title II	\$11,715.00	.00	\$11,715.00
4420-29 I.D.E.A. Part B (Handicapped)	\$131,972.00	.00	\$131,972.00
4530 CARES Act Education Stabilization Fund	\$7,235.00	\$9,338.90	(\$2,103.90)
4540 ARP-ESSER Grant Program	\$831,156.00	\$630,174.00	\$200,982.00
4541 ARP-ESSER Accelerated Learning Coaching	\$50,000.00	.00	\$50,000.00
4542 ARP-ESSER Evidence-Based Summer Learning	\$25,095.94	\$24,274.00	\$821.94
4543 ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$36,500.00	\$26,400.00	\$10,100.00
4544 ARP-ESSER NJ NTiered System of Supports	\$88,501.00	\$61,951.00	\$26,550.00
4XXX Other Federal Aids	\$11,520.00	\$0.00	\$11,520.00
Total Revenues from Federal Sources	\$1,324,322.94	\$797,659.90	\$526,663.04
TOTAL REVENUES/SOURCES OF FUNDS	\$2,064,662.94	\$1,537,999.90	\$526,663.04

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 20
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/30/23

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$261,490.00	\$235,418.00	\$26,072.00	.00
20-218-100-106 Other Sal. For Instruction	\$87,410.00	\$87,410.00	.00	.00
20-218-100-321 Purchased Prof & Ed Services	\$5,000.00	\$709.00	\$2,680.18	\$1,610.82
Total Instruction	\$353,900.00	\$323,537.00	\$28,752.18	\$1,610.82
--- Preschool Education Aid - Support Services ---				
20-218-200-102 Salaries of Supervisors of Instruction	\$35,121.00	\$32,259.68	\$2,861.32	.00
20-218-200-103 Salaries of Program Directors	\$38,004.00	\$34,926.34	\$3,077.66	.00
20-218-200-104 Salaries of Other Professional Staff	\$13,606.00	\$11,300.00	\$1,130.00	\$1,176.00
20-218-200-105 Salaries of Secr. And Clerical Assistants	\$22,384.00	\$20,511.28	\$1,860.30	\$12.42
20-218-200-110 Other Salaries	\$41,180.00	\$36,154.88	\$5,013.82	\$11.30
20-218-200-173 Salaries of Community Parent Involvement Spec.	\$12,263.00	\$10,994.22	\$1,221.58	\$47.20
20-218-200-176 Salaries of Master Teachers	\$89,467.00	\$80,720.30	\$8,746.70	.00
20-218-200-200 Personal Services - Employee Benefits	\$131,144.00	\$98,370.00	\$32,774.00	.00
Total Support Services	\$383,169.00	\$325,236.70	\$56,685.38	\$1,246.92
-- TOTAL Preschool Education Aid --	\$737,069.00	\$648,773.70	\$85,437.56	\$2,857.74
TOTAL STATE PROJECTS	\$737,069.00	\$648,773.70	\$85,437.56	\$2,857.74
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Support Services ---				
20-477-200-600 Supplies and Materials	\$7,235.00	\$3,058.45	.00	\$4,176.55
Total Support Services	\$7,235.00	\$3,058.45	\$0.00	\$4,176.55
TOTAL CARES Act Education Stabilization Fund	\$7,235.00	\$3,058.45	\$0.00	\$4,176.55
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$130,628.00	\$73,346.22	\$9,503.78	\$47,778.00
20-25X-XXX-XXX I.D.E.A. Part B	\$131,972.00	\$113,767.85	\$14,356.15	\$3,848.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$11,715.00	\$11,715.00	.00	.00
20-28X-XXX-XXX ESSA Title IV	\$11,520.00	\$9,216.00	\$2,304.00	.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$831,156.00	\$688,920.80	\$23,460.20	\$118,775.00
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$50,000.00	\$42,000.00	\$3,000.00	\$5,000.00
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$25,095.94	\$22,856.00	.00	\$2,239.94
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$36,500.00	\$34,400.00	\$2,100.00	.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$88,501.00	\$79,650.90	\$8,850.10	.00

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL Other Federal Programs	\$1,317,087.94	\$1,075,872.77	\$63,574.23	\$177,640.94
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FEDERAL PROJECTS	\$1,324,322.94	\$1,078,931.22	\$63,574.23	\$181,817.49
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$3,271.00	\$916.92	\$2,354.08	\$0.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	\$2,064,662.94	\$1,728,621.84	\$151,365.87	\$184,675.23
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Beverly City Board of Education

Special Revenue Fund - Fund 20
For 11 Month Period Ending 05/30/23

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 11 Month Period Ending 05/30/23

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

--- Unappropriated ---

770 Fund balance (\$233,868.56)

TOTAL FUND BALANCE (\$233,868.56)

TOTAL LIABILITIES AND FUND EQUITY (\$233,868.56)

=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Beverly City Board of Education

Capital Projects Fund - Fund 30
For 11 Month Period Ending 05/30/23

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

7/11 9:08am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 11 Month Period Ending 05/30/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$0.72
-----	--------------	--	--------

--- R E S O U R C E S ---

301	Estimated Revenues	\$86,894.00	
302	Less Revenues	(\$86,894.00)	

	Total assets and resources		\$0.72
--	----------------------------	--	--------

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education

Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 11 Month Period Ending 05/30/23

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$86,894.00	
602	Less : Expenditures	\$86,893.76		
			(\$86,893.76)	
				\$0.24
	Total Appropriated			\$0.24
---	Unappropriated ---			
770	Fund Balance			\$0.48
	TOTAL FUND BALANCE			\$0.72
	TOTAL LIABILITIES AND FUND EQUITY			\$0.72

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$86,894.00	\$86,893.76	\$0.24
Revenues	(\$86,894.00)		
		(\$86,894.00)	\$0.00
	\$0.00	(\$0.24)	\$0.24
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$0.00	(\$0.24)	\$0.24
Less: Adjust for prior year encumb.	\$0.00	\$0.00	\$0.24
Budgeted Fund Balance	\$0.00	(\$0.24)	\$0.24

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 11 Month Period Ending 05/30/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210	Local tax levy	\$86,894.00	\$86,894.00	.00
	Total Local Sources	\$86,894.00	\$86,894.00	\$0.00
	TOTAL REVENUE/SOURCES OF FUNDS	\$86,894.00	\$86,894.00	\$0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 11 Month Period Ending 05/30/23

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	-----	-----	-----
--- Additional State School Bldg. Aid - Ch. 10 ---			
40-703-510-830 Interest	\$16,894.00	\$16,893.76	\$0.24
40-703-510-910 Redemption of principal	\$70,000.00	\$70,000.00	.00
	-----	-----	-----
TOTAL	\$86,894.00	\$86,893.76	\$0.24
	=====	=====	=====
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$86,894.00	\$86,893.76	\$0.24
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$86,894.00	\$86,893.76	\$0.24
	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Debt Service Fund - Fund 40

For 11 Month Period Ending 05/30/23

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

	Beneficial 2400000373	operating	FUND
Last month's outstanding checks	784,113.98		0.00
Plus: Checks issued	-		
Adj os check list			
Less: Checks cleared	378,632.97		
Less: prior period voids and adj			
Outstanding Checks	405,481.01	0.00	0.00
Balance per Bank	3,689,159.02		
Additions			
due from student activity			
March 31, 09 rec items	2,349.85		
Other			
Total Additions	2,349.85	0.00	0.00
Deductions			
Outstanding Checks	405,481.01	0.00	
Other- Jp Morgan payment			
Total Deductions	405,481.01	0.00	
Net Reconciling Items	(403,131.16)	0.00	
Adjusted Balance per Bank	3,286,027.86	0.00	0.00
Balance per Board Secretary's Records			
Reconciling Items			
Additions			
Interest Earned			
General Ledger Adjustments			
Other			
Total Additions			
Deductions			
Bank Charges			
General Ledger Adjustments			
Other:			
Total Deductions			
Net Reconciling Items			
Adjusted Board Secretary's Balance			

Difference

FROM BALANCE

General Fund	Fund 1
	Fund 1
Abbott	Fund 1
	Fund 1
Special Revenue	Fund 2
	Fund 2
Debt Service	Fund 4

Capital Projects (30)

TOTAL		TOTAL	
0.00	784,113.98	0.00	0.00
	0.00		0.00
	0.00		0.00
	378,632.97		0.00
	0.00		0.00
0.00	405,481.01	0.00	0
			0.00
0.00	3,689,159.02		0.00
			25,658.41

	0.00			
	0.00			
	2,349.85			
	0.00			
0.00	2,349.85	0.00	0.00	0.00
	0.00			
	405,481.01	0.00	0.00	5,791.04
	0.00			
0.00	405,481.01	0.00	0.00	5,791.04
0.00	(403,131.16)	0.00	0.00	(5,791.04)
	0.00			
0.00	3,286,027.86	0.00	0.00	0.00
				19,867.37

	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
				0.00

(3,286,027.86)

0.00

CE SHEETS

10 Cash			
10 Cash Equivalents MBIA	0.00	0.00	0.00
15 Cash	0.00		
15 Cash	0.00		
20 Cash	0.00		
20 Cash	0.00		
10 Cash	0.00		

Regional Day	Fund 6
Warehouse	Fund 7
Lease Purchase	Fund 9

0.00

31 Cash	
70 Cash	
88 Cash	
	<hr/>
	0.00

-1644314.21

(1,644,314

Total Wires

Checks Cleared

Proof



0.00

#REF!

#REF!

Disbursements

182,698.

0.00

#REF!

0.00

REPORT OF THE TREASURER TO THE BOAR

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING May 3

FUNDS		(1) Beginning Cash Balance REVISED
	GOVERNMENTAL FUNDS	
1	General Fund - Fund 10	2,405,036.30
2		0.00
3	ED JOBS - Fund 18	-
4	Special Revenue Fund - Fund 20 (see page 2)	212,030.74
5	Capital Project Fund - Fund 30	16,416.82
	Debt Service Fund - Fund 40	48,811.58
6		
	Total Governmental Funds (Lines 1 thru 5)	2,682,295.44
	ENTERPRISE FUNDS	
7		
10	Food Program Fund - Fund 60	244,408.11
8		
9		
11		
12		
	Total Operating Account	2,926,703.55
	TRUST AND AGENCY FUNDS	
13		
14	Payroll	19,867.37
15	Payroll Agency - Fund 90	37,901.73
16	FSA account	2,824.16
17		
	Other - School Activities	9,162.13
18		
	Total Trust & Agency Funds (Lines 13 thru 15)	69,755.39
19		
	Total All Funds (Lines 6,12, and 16)	2,996,458.94

D OF EDUCATION

1, 2023

CASH REPORT			
(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance	Reconciled Bank Statements
875,459.70	437,809.14	2,842,686.86	
		0.00	
		-	
	78,241.82	133,788.92	
27.63		16,444.45	16,444.45
		48,811.58	
875,487.33	516,050.96	3,041,731.81	3,302,472.31
16,332.39		260,740.50	
		-	
		-	
		-	#REF!
891,819.72	516,050.96	3,302,472.31	
259,505.18	259,505.18	19,867.37	19,867.37
171,335.87	182,698.99	26,538.61	26,538.61
4.75		2,828.91	2,828.91
540.09		9,702.22	9,702.22
431,385.89	442,204.17	58,937.11	
1,323,205.61	958,255.13	3,361,409.42	

433,160.19
516,051.13
(82,890.94)

14758.1
14,758.10

Balance
Sheets

- (2,842,686.86)
- (0.00)
- -

- (16,444.45)
- (48,811.58)

0.00

-
-
#REF!
-

(0.00)
0.00
-
-
-

- 0.00



961.69



Pablo Canela

Treasurer of School Moneys

7/15/2023

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING May 31, 2023

		CASH R	
SPECIAL REVENUE FUND		(1) Beginning Cash Balance	(2) Cash Receipts This Month
1	Local Project	307,345.76	
2	Early Childhood Program Aid	260,390.53	
3	Preschool Education Aid	-	
4	DEPA	10,752.22	
	TARA	8,806.06	
	Distance Learning Network Aid	3,508.00	
	Character Education Aid	3,470.95	
	Mentoring Aid	2,058.00	
11	Other- State	7,643.00	
12	P.L. 103-382 Title I & III	(212,905.09)	
13	P.L. 103-382 Title II	(44,454.04)	
14	P.L. 103-382 Title IV	(49,191.87)	
15	P.L. 103-382 Title V	47.90	
0	I.D.E.A. Part B (Handicapped)	(207,900.61)	
18	P.L. 101-392 Vocational	-	
19	P.L. 91-230 Adult Basic Education	-	
20	Other -	(465,997.26)	
		-	
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1	(376,426.45)	-
		(588,457.19)	

REPORT

(3) Cash Disbursements this Month	(4) Ending Cash
	307,345.76
46,715.74	213,674.79
	-
	10,752.22
	8,806.06
	3,508.00
	3,470.95
	2,058.00
	7,643.00
8,027.38	(220,932.47)
	(44,454.04)
	(49,191.87)
	47.90
	(207,900.61)
	-
	-
23,498.70	(489,495.96)
	-
78,241.82	(454,668.27)
	588,457.19

\

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	General operating Acct			
Statement Date	May 31, 2023			
Fund/Funds	10,,20,40,			
1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
2a	Date	Amount		
2b				
2c				
2d	Total D.I.T.'s			
2	Misc	2,349.85		
3	Total Additions			2,349.85
	Deductions			
4	Outstanding Checks (attached list)		405,481.01	
5	Other (explain)		-	
6	Total Deductions			405,481.01
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			May 31, 2023
9	Balance per Board Secretary's Records As of			5/31/2023 **
	Reconciling Items:			
	Additions			
10	Interest Earned		-	
11	Other (Explain)			Pending journal entries
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)		(666,982.73)	Pending journal entries
15	Total deductions			(666,982.73)
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			May 31, 2023
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>				
Page 3a				

Prepared by
Date
3,689,159.02
(403,131.16)
3,286,027.86
2,619,045.13
666,982.73
3,286,027.86

Health bene

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	REFERENDUM ACCT
Statement Date	May 31, 2023
Fund/Funds	FUND 30

--	--	--	--	--	--

1	Balance per Bank				
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date	Amount			
2a					
2b					
2c					
2d	Total D.I.T.'s				
2	Misc		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(attached list)		-		
5	Other (explain)		-		
6	Total Deductions			-	
7	Net Reconciling Items				
8	Adjusted Balance per Bank As of			May 31, 2023	

9	Balance per Board Secretary's Records As of		5/31/2023	**	
	Reconciling Items:				
	Additions				
10	Interest Earned		-		
11	Other (Explain)		65,069.01	Pending journal entries	
12	Total Additions			65,069.01	
	Deductions				
13	Bank Charges				
14	Other (Explain)			Pending journal entries	
15	Total deductions			-	
16	Net Reconciling items				
17	Adjusted Board Secretary's Balance As of			May 31, 2023	

* Line 8 MUST EQUAL line 17.
 ** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	2400000357			
Statement Date	May 31, 2023			
Fund/Funds	Net Payroll			
1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c	Misc			
2d	Misc			
2	Misc		-	
3	Total Additions			-
	Deductions			
	Outstanding Checks			
4	(attached list)		5,791.04	
5	Other (explain)		-	
6	Total Deductions			5,791.04
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			May 31, 2023
9	Balance per Board Secretary's Records As of			**
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			*
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>				
0				
Page 3c				

Prepared by

Date:

25,658.41

(5,791.04)

19,867.37

-

-

-

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank			
Account number	6101433275			
Statement Date	May 31, 2023			
Fund/Funds	Payroll Agency (90)			
1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d				
2	MISC	WSFS Bank		
3	Total Additions			-
	Deductions			
	Outstanding Checks			
4	(attached list)		6,068.89	
5	Other (prior period voids)		-	
6	Total Deductions			6,068.89
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			May 31, 2023
9	Balance per Board Secretary's Records As of **			
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of *			
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>				
Page 3d				

Prepared by

Date:

32,607.50

(6,068.89)

26,538.61

-

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	2400000340
Statement Date	May 31, 2023
Fund/Funds	School Activities

1 Balance per Bank			
Reconciling Items			
Additions			
Deposits in transit			
	Date	Amount	
2a			
2b			
2c			
2d			
2	total D.I.T.'s		
3	Total Additions		
Deductions			
Outstanding Checks			
4	(attached list)		0.00
5	Other - due current fund		0.00
6	Total Deductions		0.00
7	Net Reconciling Items		
8	Adjusted Balance per Bank As of		May 31, 2023

See Page 3d for Summary

9 Balance per Board Secretary's Records As of				**
Reconciling Items:				
Additions				
10	Interest Earned			
11	Other (Explain)			
12	Total Additions		-	
Deductions				
13	Bank Charges			
14	Other (Explain)			
15	Total deductions		-	
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of		*	

* Line 8 MUST EQUAL line 17.

** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report

Prepared by

Date:

9,702.22

0.00

9,702.22

-

-

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank		
Account number	9500064390		
Statement Date	May 31, 2023		
Fund/Funds	FSA account		

1 Balance per Bank			
	Reconciling Items		
	Additions		
	Deposits in transit		
	Date	Amount	
2a			
2b			
2c			
2d			
2	total D.I.T.'s		
3	Total Additions		
	Deductions		
	Outstanding Checks		
4	(attached list)	0.00	
5	Other - due current fund	0.00	
6	Total Deductions		0.00
7	Net Reconciling Items		
8	Adjusted Balance per Bank As of		May 31, 2023

See Page 3d for Summary

9 Balance per Board Secretary's Records As of **			
	Reconciling Items:		
	Additions		
10	Interest Earned		
11	Other (Explain)		
12	Total Additions		-
	Deductions		
13	Bank Charges		
14	Other (Explain)		
15	Total deductions		-
16	Net Reconciling items		
17	Adjusted Board Secretary's Balance As of		*

* Line 8 MUST EQUAL line 17.

** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report

Page 3h-f

Prepared by
Date:
2,828.91
0.00
2,828.91
-
-

BEVERLY CITY SCHOOLS
 ANALYSIS OF RECONCILING ITEMS
 As of 5-31-23

FUND-10

cash per Board Secretary's Report (Fund 10,16,17)

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-22		344,704.97
	Audit adj - 6-30-21	
	July - June serv charges	(65.36)
	WIRE /PAYROLL POSTING	
	Sept transfer -9-28-22	(2,850.00)
Summer pay	Sept transfer -9-28-22	(596.68)
Summer pay	Sept transfer -9-28-22	(696.98)
	Nov Summer Pay	(2,587.32)
	Dec Summer pay	(1,293.66)
	Wire for back oensions Dec	(2,455.44)
	Paryroll transfers Sep	2,319.14
	Paryroll transfers Oct	2,319.14
	Paryroll transfers Nov	2,319.14
	Paryroll transfers Dec	2,319.14
	Paryroll transfers	(2,676.92)
	Paryroll transfers	2,258.59
	Paryroll transfers	(669.78)
	Paryroll transfers	85.00
	Paryroll transfers	284.64
	Health ben payment	(83,175.58)
1/24/2023 SUI		-5004.58

2,588,149.40

254,537.46

2,842,686.86

(214,237.00)

348,025.92

133,788.92

(48,624.56)

65,069.01

16,444.45

FUND 40

cash per Board Secretary's Report

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-21	48,810.86
Audit adj - 6-30-21	

cash per Treasurer school monies report

MISC

FUND 60

cash per Balance Sheet.

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-21	15,608.49
Audit adj - 6-30-21	

cash per Treasurer school monies report

0.72

48,810.86

48,811.58

-

245,132.01

15,608.49

260,740.50

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

5/31/2023

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #
---------	--------	---------	--------	---------

OPERATING ACCOUNT

16502	34.65	26380	9,846.00	
17961	867.83			
18116	1,605.20	26771	49.02	
18815	7.50			
18870	180.00	26786	9.60	
19035	600.00	26810	20.00	
19086	437.50	6813	3.00	
19652	12.40	26833	200.00	
19653	14.20	26864	7,947.75	
21136	391.68	26982	3,953.42	
21845	32,981.00	28993	1,260.95	
22596	11,720.00	27045	11,182.50	
22605	36,399.00	27067	300.00	
22976	8,287.50	27088	254.15	
23357	166,061.03	27090	4,383.75	
23367	200.00	127101	299.00	
23992	500.00			
24114	31,023.70			
24156	158.00			
24160	21.1			
24731	500.00			
24842	1,250.00			
24854	39,871.00			
24905	1,150.00			
25021	5,793.48			
25589	23,500.20			
25792	437.00			
25889	300.00			
25922	535.50			
25923	495.00			
26072	16.24			
26242	421.16			

365,771.87

39,709.14

AMOUNT

PAGE 1

-

OPERATING ACCOUNT

-

-

PAGE 2

TOTAL OPERATING A

36,009.22

BEG BAL OS

NET PAYROLL ACCOUNT

202822	182.23
205215	167.61

206123	984.06
206225	539.01
207363	128.39
209414	1,470.75
211739	85.80

212824	5.27
214204	87.25
214205	198.20

216090	963.13
--------	--------

216862	307.27
--------	--------

217139	138.20
217513	

218176	85.82
--------	-------

218362	448.05
--------	--------

.CCT OS	<u>405,481.01</u>
CKS	784,113.98
ISSUED	-
CASHED	(378,632.97)
void	<u>405,481.01</u>
	-



5,791.04

-

TOTAL O/S CHECKS -PAYROLL ACCT

BEG BAL OS CKS

ISSUED
CASHED

15,503.65

744.57

PAYROLL AGENCY

10539	14.20
11994	400.00
12358	272.86
12359	4,881.83
12360	500.00

6,068.89

ISSUED
CASHED
void

-

-

-

Beverly City Board of Education

May Transfer Report

va_s1701
06/30/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX	1,816,191.00	0.00	1,816,191.00	181,619.10	32,000.00	1.76	213,619.10	103,649.12
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	678,473.00	0.00	678,473.00	67,847.30	39,203.00	5.78	107,050.30	37,550.01
	1X-000-216-XXX								
	1X-000-217-XXX								
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX	22,000.00	0.00	22,000.00	2,200.00	0.00	0.00	2,200.00	1,938.96
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
	15-4XX-200-XXX								
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		2,516,664.00	0.00	2,516,664.00					143,138.09
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	3,191,959.00	0.00	3,191,959.00	319,195.90	60,311.00	1.89	379,506.90	23,640.27
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX	484,085.00	0.00	484,085.00	48,408.50	(41,756.00)	-8.63	6,652.50	21,568.54
	1X-000-213-XXX								
	1X-000-218-XXX								
	1X-000-219-XXX								
	1X-000-222-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX	233,502.00	0.00	233,502.00	23,350.20	4,200.00	1.80	27,550.20	4,189.99
	1X-000-223-XXX								
General Administration	1X-000-230-XXX	255,588.00	0.00	255,588.00	25,558.80	3,900.00	1.53	29,458.80	28,352.17
School Administration	1X-000-240-XXX	33,441.00	0.00	33,441.00	3,344.10	(3,344.00)	-10.00	0.10	2,375.85
Central Services & Administrative Information Technology	1X-000-25X-XXX	142,638.00	0.00	142,638.00	14,263.80	5,400.00	3.79	19,663.80	1,074.40
Operation and Maintenance of Plant Services	1X-000-26X-XXX	657,256.00	0.00	657,256.00	65,725.60	(46,110.00)	-7.02	19,615.60	37,599.78
Student Transportation Services	1X-000-270-XXX	496,515.00	0.00	496,515.00	49,651.50	(49,104.00)	-9.89	547.50	95,747.46
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,133,356.00	0.00	1,133,356.00	113,335.60	(14,200.00)	-1.25	99,135.60	71,679.66
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Beverly City Board of Education May Transfer Report

va_s1701
06/30/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNDISTRIBUTED EXPENSE		6,628,340.00	0.00	6,628,340.00					286,228.12
TOTAL GENERAL CURRENT EXPENSE		9,145,004.00	0.00	9,145,004.00					429,366.21
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	9,500.00	237.50	9,900.00	97.50
Facilities Acquisition and Construction Services	12-000-4XX-XXX	800,000.00	0.00	800,000.00	0.00	0.00	0.00	0.00	640,470.48
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		804,000.00	0.00	804,000.00					640,567.98
TOTAL SPECIAL SCHOOLS		0.00	0.00	0.00					0.00
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		9,949,004.00	0.00	9,949,004.00					1,069,934.19

School Business Administrator Signature

Date

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
08/17/2023

Approval Status Legend: IR=Incomplete Requisition, CR=Completed Requisition, EP=Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba-Entered tch By	Approval Status (2 needed)	PO Amount
24-00108		2073/DICK BLICK	11-190-100-610- -	GENERAL SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	9,280.00
24-00109		1752/SCHOOL SPECIALTY , LLC.	11-190-100-610- -	GENERAL SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	548.06
24-00110		1752/SCHOOL SPECIALTY , LLC.	11-190-100-610- -	GENERAL SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	684.86
24-00111		1752/SCHOOL SPECIALTY , LLC.	11-190-100-610- -	GENERAL SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	3,021.40
24-00112		1752/SCHOOL SPECIALTY , LLC.	11-190-100-610- -	GENERAL SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	3,530.85
24-00113		3073/CMRS-FP	11-000-230-530- -	TELEPHONE POSTAGE	08/17/23	1 DBRYSONREQ	CR-	1,500.00
24-00114		2894/PETTY CASH	11-000-240-890- -	SCH ADMIN-MISC EXPENSE	08/17/23	1 DBRYSONREQ	CR-	500.00
24-00115		1039/LOCAL IQ-BURLINGTON COUNTY TIMES	11-000-230-590- -	GEN AD ADVERTISEMENT	08/17/23	1 DBRYSONREQ	CR-	123.07
24-00116		1815/BEVERLY SEWERAGE AUTHORITY	11-000-262-490- -	OTHPURPROP	08/17/23	1 DBRYSONREQ	CR-	537.00
24-00117		3579/PROFESSIONAL MEDICAL STAFFING	11-000-213-300- -	HEALTH PURCHASED	08/17/23	1 DBRYSONREQ	CR-	3,465.00
24-00118		1641/COLORCRAFT SIGN COMPANY	11-000-230-610- -	GEN ADMIN-SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	1,343.00
24-00119		1641/COLORCRAFT SIGN COMPANY	11-000-230-610- -	GEN ADMIN-SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	278.90
24-00120		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	08/17/23	1 DBRYSONREQ	CR-	4,200.50
24-00121		1014/SCHOLASTIC, INC.	11-190-100-610- -	GENERAL SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	1,667.44
24-00122		1014/SCHOLASTIC, INC.	11-190-100-640- -	TEXTBOOKS INSTRUCTION	08/17/23	1 DBRYSONREQ	CR-	800.35
24-00123		2882/BC SCHOOL CRISIS RESPONSE TEAM	11-000-223-580- -	WORKSHOPS	08/17/23	1 DBRYSONREQ	CR-	15.00

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
08/17/2023

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- tch	Entered By	Approval Status (2 needed)	PO Amount
24-00124		3726/KEYSTONE ENGINEERING GROUP, INC.	12-000-400-450-	FACILITIES-CONSTRUCTION	08/17/23	1	DBRYSONREQ	CR-	1,851.92
24-00125		3335/MCCONNELL, MICHAEL	11-000-223-500-	OTHER PURCHASED	08/17/23	1	DBRYSONREQ	CR-	3,450.00
24-00126		2984/STAPLES ADVANTAGE	11-000-230-610-	GEN ADMIN-SUPPLIES	08/17/23	1	DBRYSONREQ	CR-	529.54
24-00127		3463/RNB DESIGN, LLC	11-190-100-340-	PURCHASED TECH SVC	08/17/23	1	DBRYSONREQ	CR-	2,400.00
24-00128		3231/LUNCH TIME SOFTWARE, LLC.	60-910-310-420-	FOOD SERV EQP REPAIR	08/17/23	1	DBRYSONREQ	CR-	1,495.00
24-00129		2884/CDW GOVERNMENT INC.	11-000-262-300-	OPER PURCH PROF/TECH	08/17/23	1	DBRYSONREQ	CR-	656.57
24-00130		2467/TIPTON, KATHRYN	11-190-100-610-	GENERAL SUPPLIES	08/17/23	1	DBRYSONREQ	CR-	55.82
24-00131		3725/FOX FENCE-ROSANDO FENCE CO. INC.	11-000-261-420-	MAINT CLEANING/REPAIRS	08/17/23	1	DBRYSONREQ	CR-	10,385.00
24-00132		1134/B.C.A.S.A.	11-000-230-890-	GEN ADMIN-MISC	08/17/23	1	DBRYSONREQ	CR-	500.00
24-00133		3564/GOTO TECHNOLOGIES USA, INC	11-000-251-340-	BUS OFF PURCH TECH	08/17/23	1	DBRYSONREQ	CR-	839.99
24-00134		2314/STATE OF NJ, DEPT OF LABOR	11-000-291-241-	EMP BEN OTH RETIRE	08/17/23	1	DBRYSONREQ	CR-	151.50
24-00135		3654/CEGAGE LEARNING	11-190-100-610-	GENERAL SUPPLIES	08/17/23	1	DBRYSONREQ	CR-	9,240.00
24-00136		3770/AMPLIFY EDUCATION, INC.	11-190-100-640-	TEXTBOOKS INSTRUCTION	08/17/23	1	DBRYSONREQ	CR-	4,158.16
24-00137		3623/NJMVC REVENUE PROCESSING CENTER	11-000-270-511-	TRANS CONT SVS REG	08/17/23	1	DBRYSONREQ	CR-	50.00
24-00138		2473/GRAINGER	11-000-261-420-	MAINT CLEANING/REPAIRS	08/17/23	1	DBRYSONREQ	CR-	758.57
24-00139		1752/SCHOOL SPECIALTY, LLC.	20-218-100-610-	PSEA ED SUPPLY	08/17/23	1	DBRYSONREQ	CR-	4,159.66

Beverly City Board of Education Entered Purchase Order Report By PO Number

va_po04.102317
08/17/2023

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- tch	Entered By	Approval Status (2 needed)	PO Amount
24-00146		1266/B.C.S.S.D.	11-000-100-565-	TUITION-CSSD & DAY	08/17/23	1	DBRYSONREQ	CR-	42,630.00
24-00147		1139/VERIZON	11-190-100-500-	OTHER PURCHASED SVC	08/17/23	1	DBRYSONREQ	CR-	2,000.00
24-00148		3453/QUENCH USA, INC.	11-000-262-441-	OPER RENTALS	08/17/23	1	DBRYSONREQ	CR-	705.00
24-00149		2999/HORIZON DENTAL OPTION PLAN	11-000-291-270-	OTHER HEALTH BENEFITS	08/17/23	1	DBRYSONREQ	CR-	45,000.00
24-00150		2813/XTEL COMMUNICATIONS	11-190-100-500-	OTHER PURCHASED SVC	08/17/23	1	DBRYSONREQ	CR-	25,000.00
24-00151		3443/XEROX CORPORATION	11-190-100-610-	GENERAL SUPPLIES	08/17/23	1	DBRYSONREQ	CR-	5,600.00
24-00152		1792/COMCAST CABLEVISION	11-190-100-340-	PURCHASED TECH SVC	08/17/23	1	DBRYSONREQ	CR-	1,500.00
24-00153		1141/PSE & G	11-000-262-621-	OPER ENERGY - GAS	08/17/23	1	DBRYSONREQ	CR-	30,000.00
			11-000-262-622-	OPER ENERGY -	08/17/23	1	DBRYSONREQ	CR-	95,000.00
Total For 2 Transactions On PO# 24-00153									\$125,000.00
24-00154		1140/NJ AMERICAN WATER CO.	11-000-262-300-	OPER PURCH PROF/TECH	08/17/23	1	DBRYSONREQ	CR-	5,000.00
24-00155		3421/DAVID B. RUBIN, PC	11-000-230-331-	GEN ADMIN-LEGAL SVC	08/17/23	1	DBRYSONREQ	CR-	10,000.00
24-00156		3676/HEALTH RESERVES, LLC.	11-000-216-320-	SPEECH/OT/PT PROF SER	08/17/23	1	DBRYSONREQ	CR-	40,000.00
24-00157		1169/WASTE MANAGEMENT OF NJ	11-000-262-420-	OPER CONTRACT	08/17/23	1	DBRYSONREQ	CR-	11,000.00
24-00158		3576/SIMONE, CATHERINE	20-270-200-300-	T2A PUR. SERV.	08/17/23	1	DBRYSONREQ	CR-	19,238.00
24-00159		3674/J LEIGH C, LLC	11-000-216-320-	SPEECH/OT/PT PROF SER	08/17/23	1	DBRYSONREQ	CR-	10,000.00
24-00160		1249/PALMYRA BOARD OF EDUCATION	11-000-100-561-	TUITION-LEA REGULAR	08/17/23	1	DBRYSONREQ	CR-	722,450.00
			11-000-100-562-	TUITION-LEA SPECIAL EDUC	08/17/23	1	DBRYSONREQ	CR-	417,429.00
Total For 2 Transactions On PO# 24-00160									\$1,139,879.00

Beverly City Board of Education Entered Purchase Order Report By PO Number

vb_po04.102317
08/17/2023

Approval Status Legend: IR=Incomplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba-Entered tch By	Approval Status (2 needed)	PO Amount
24-00161		1952/B.C.I.T.	11-000-100-563-	TUITION-CO VOC SCHOOL	08/17/23	1 DBRYSONREQ	CR-	231,384.00
24-00162		1953/BROOKFIELD ACADEMY	11-000-100-566-	TUITION-PRIVATE SCHOOL	08/17/23	1 DBRYSONREQ	CR-	81,293.40
24-00163		3454/BANCROFT NEUROHEALTH	20-250-100-500-	IDEA TUITION	08/17/23	1 DBRYSONREQ	CR-	66,664.50
24-00164		2361/GARFIELD PARK ACADEMY INC	11-000-100-566-	TUITION-PRIVATE SCHOOL	08/17/23	1 DBRYSONREQ	CR-	69,804.62
			20-250-100-500-	IDEA TUITION	08/17/23	1 DBRYSONREQ	CR-	38,913.50
				Total For 2 Transactions On PO# 24-00164				\$108,718.12
24-00165		2394/STATE OF NJ HEALTH BENEFITS PR	11-000-291-270-	OTHER HEALTH BENEFITS	08/17/23	1 DBRYSONREQ	CR-	801,534.16
			20-218-200-200-	PSEA EMP BENEFITS	08/17/23	1 DBRYSONREQ	CR-	136,411.00
				Total For 2 Transactions On PO# 24-00165				\$937,945.16
24-00166		3563/SHI INTERNATIONAL CORP.	11-000-262-300-	OPER PURCH PROF/TECH	08/17/23	1 DBRYSONREQ	CR-	4,059.39
24-00167		3753/LEARN WELL EI US,LLC.	11-000-216-320-	SPEECH/OT/PT PROF SER	08/17/23	1 DBRYSONREQ	CR-	1,316.70
24-00168		2413/BARNES & NOBLE INC.	11-190-100-640-	TEXTBOOKS INSTRUCTION	08/17/23	1 DBRYSONREQ	CR-	487.30
24-00169		1059/GENERAL CHEMICAL CO.	11-000-261-420-	MAINT CLEANING/REPAIRS	08/17/23	1 DBRYSONREQ	CR-	1,208.10
24-00170		1059/GENERAL CHEMICAL CO.	11-000-261-420-	MAINT CLEANING/REPAIRS	08/17/23	1 DBRYSONREQ	CR-	3,560.34
24-00171		1059/GENERAL CHEMICAL CO.	11-000-261-420-	MAINT CLEANING/REPAIRS	08/17/23	1 DBRYSONREQ	CR-	2,485.94
24-00172		1059/GENERAL CHEMICAL CO.	11-000-261-420-	MAINT CLEANING/REPAIRS	08/17/23	1 DBRYSONREQ	CR-	1,943.90

Report Totals

Current Entered	\$2,923,618.85
Prior Entered	\$0.00
Total Entered	\$2,923,618.85

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
08/17/2023

Approval Status Legend: IR=Incomplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
24-00173		3138/LOWE'S	11-000-261-610- -	MAINT SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	11,000.00
24-00174		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	08/17/23	1 DBRYSONREQ	CR-	823.36
Report Totals								
								Current Entered
								Prior Entered
								Total Entered
								\$11,823.36
								\$0.00
								\$11,823.36

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
08/17/2023

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
24-00175		3773/GLOBAL VENDING GROUP, INC.	12-120-100-730- -	EQUIPMENT GR. 1-5	08/17/23	1 DBRYSONREQ	CR-	3,220.00
			12-130-100-730- -	EQUIPMENT GR. 6-8	08/17/23	1 DBRYSONREQ	CR-	3,220.00
Total For 2 Transactions On PO# 24-00175								\$6,440.00

Report Totals

Current Entered \$6,440.00
 Prior Entered \$0.00
 Total Entered \$6,440.00

Beverly City Board of Education

38 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
08/17/2023

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
24-00108	24-00108	DBRYSONRE	DICK BLICK	000		9,280.00
		Q				
24-00109	24-00109	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	HORNBECK	548.06
		Q				
24-00110	24-00110	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	DRUDING	684.86
		Q				
24-00111	24-00111	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	YOUNG	3,021.40
		Q				
24-00112	24-00112	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	YOUNG	3,530.85
		Q				
24-00113	24-00113	DBRYSONRE	CMRS-FP	000		1,500.00
		Q				
24-00114	24-00114	DBRYSONRE	PETTY CASH	000		500.00
		Q				
24-00115	24-00115	DBRYSONRE	LOCAL IQ-BURLINGTON COUNTY TIMES	000		123.07
		Q				
24-00116	24-00116	DBRYSONRE	BEVERLY SEWERAGE AUTHORITY	000		537.00
		Q				
24-00117	24-00117	DBRYSONRE	PROFESSIONAL MEDICAL STAFFING	000		3,465.00
		Q				
24-00118	24-00118	DBRYSONRE	COLORCRAFT SIGN COMPANY	000		1,343.00
		Q				
24-00119	24-00119	DBRYSONRE	COLORCRAFT SIGN COMPANY	000		278.90
		Q				
24-00120	24-00120	DBRYSONRE	JAY'S LANDSCAPING,LLC	000		4,200.50
		Q				
24-00121	24-00121	DBRYSONRE	SCHOLASTIC, INC.	000		1,667.44
		Q				
24-00122	24-00122	DBRYSONRE	SCHOLASTIC, INC.	000		800.35
		Q				
24-00123	24-00123	DBRYSONRE	BC SCHOOL CRISIS RESPONSE TEAM	000		15.00
		Q				
24-00124	24-00124	DBRYSONRE	KEYSTONE ENGINEERING GROUP, INC.	000		1,851.92
		Q				
24-00125	24-00125	DBRYSONRE	MCCONNELL, MICHAEL	000		3,450.00
		Q				
24-00126	24-00126	DBRYSONRE	STAPLES ADVANTAGE	000	SANCHEZ	529.54
		Q				
24-00127	24-00127	DBRYSONRE	RNB DESIGN, LLC	000		2,400.00
		Q				
24-00128	24-00128	DBRYSONRE	LUNCH TIME SOFTWARE, LLC.	000		1,495.00
		Q				
24-00129	24-00129	DBRYSONRE	CDW GOVERNMENT INC.	000	JACK DOOLEY	656.57
		Q				
24-00130	24-00130	DBRYSONRE	TIPTON, KATHRYN	000		55.82
		Q				
24-00131	24-00131	DBRYSONRE	FOX FENCE-ROSANDO FENCE CO. INC.	000		10,385.00
		Q				
24-00132	24-00132	DBRYSONRE	B.C.A.S.A.	000		500.00
		Q				
24-00133	24-00133	DBRYSONRE	GOTO TECHNOLOGIES USA, INC	000		839.99
		Q				
24-00134	24-00134	DBRYSONRE	STATE OF NJ; DEPT OF LABOR	000		151.50

Beverly City Board of Education

38 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
08/17/2023

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
		Q				
24-00135	24-00135	DBRYSONRE	CENGAGE LEARNING	000		9,240.00
		Q				
24-00136	24-00136	DBRYSONRE	AMPLIFY EDUCATION, INC.	000	K LAWLER	4,158.16
		Q				
24-00137	24-00137	DBRYSONRE	NJMVC REVENUE PROCESSING	000		50.00
		Q				
24-00138	24-00138	DBRYSONRE	GRAINGER	000		758.57
		Q				
24-00139	24-00139	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	hornbeck	4,159.66
		Q				
24-00140	24-00140	DBRYSONRE	TOOLS OF THE MIND	000	AMY HORNBECH	1,200.00
		Q				
24-00141	24-00141	DBRYSONRE	WILSON LANGUAGE TRAINING CORP	000		760.00
		Q				
24-00142	24-00142	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	GOTTLIEB	99.77
		Q				
24-00143	24-00143	DBRYSONRE	W.B. MASON CO. INC.	000		1,157.40
		Q				
24-00144	24-00144	DBRYSONRE	VENTRIS LEARNING, LLC	000	K. LAWLER	225.75
		Q				
24-00145	24-00145	DBRYSONRE	LO-ISA	000		100.00
		Q				

Beverly City Board of Education

27 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
08/17/2023

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
24-00146	24-00146	DBRYSONRE	B.C.S.S.S.D.	000		42,630.00
		Q				
24-00147	24-00147	DBRYSONRE	VERIZON	000		2,000.00
		Q				
24-00148	24-00148	DBRYSONRE	QUENCH USA, INC.	000		705.00
		Q				
24-00149	24-00149	DBRYSONRE	HORIZON DENTAL OPTION PLAN	000		45,000.00
		Q				
24-00150	24-00150	DBRYSONRE	XTEL COMMUNICATIONS	000		25,000.00
		Q				
24-00151	24-00151	DBRYSONRE	XEROX CORPORATION	000		5,600.00
		Q				
24-00152	24-00152	DBRYSONRE	COMCAST CABLEVISION	000		1,500.00
		Q				
24-00153	24-00153	DBRYSONRE	PSE & G	000		125,000.00
		Q				
24-00154	24-00154	DBRYSONRE	NJ AMERICAN WATER CO.	000		5,000.00
		Q				
24-00155	24-00155	DBRYSONRE	DAVID B. RUBIN, PC	000		10,000.00
		Q				
24-00156	24-00156	DBRYSONRE	HEALTH RESERVES, LLC.	000		40,000.00
		Q				
24-00157	24-00157	DBRYSONRE	WASTE MANAGEMENT OF NJ	000		11,000.00
		Q				
24-00158	24-00158	DBRYSONRE	SIMONE, CATHERINE	000		19,238.00
		Q				
24-00159	24-00159	DBRYSONRE	J LEIGH C, LLC	000		10,000.00
		Q				
24-00160	24-00160	DBRYSONRE	PALMYRA BOARD OF EDUCATION	000		1,139,879.00
		Q				
24-00161	24-00161	DBRYSONRE	B.C.I.T.	000		231,384.00
		Q				
24-00162	24-00162	DBRYSONRE	BROOKFIELD ACADEMY	000		81,293.40
		Q				
24-00163	24-00163	DBRYSONRE	BANCROFT NEUROHEALTH	000		66,664.50
		Q				
24-00164	24-00164	DBRYSONRE	GARFIELD PARK ACADEMY INC	000		108,718.12
		Q				
24-00165	24-00165	DBRYSONRE	STATE OF NJ HEALTH BENEFITS PR	000		937,945.16
		Q				
24-00166	24-00166	DBRYSONRE	SHI INTERNATIONAL CORP.	000	JACK DOOLEY	4,059.39
		Q				
24-00169	24-00169	DBRYSONRE	GENERAL CHEMICAL CO.	000		1,208.10
		Q				
24-00170	24-00170	DBRYSONRE	GENERAL CHEMICAL CO.	000		3,560.34
		Q				
24-00171	24-00171	DBRYSONRE	GENERAL CHEMICAL CO.	000		2,485.94
		Q				
24-00172	24-00172	DBRYSONRE	GENERAL CHEMICAL CO.	000		1,943.90
		Q				
24-00167	24-00167	DBRYSONRE	LEARN WELL EI US,LLC.	000		1,316.70
		Q				
24-00168	24-00168	DBRYSONRE	BARNES & NOBLE INC.	000	BUGGS/HARMON	487.30

Beverly City Board of Education

27 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
08/17/2023

Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
------	-----	---------	--------	----------------	-------------

Q

Beverly City Board of Education

2 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
08/17/2023

Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
24-00173	24-00173	DBRYSONRE Q	LOWE'S	000	11,000.00
24-00174	24-00174	DBRYSONRE Q	GENERAL CHEMICAL CO.	000	823.36

Beverly City Board of Education

One (1) Fully Approved Requisition converted into an Entered Purchase Order.

va_areq1
020514
08/17/2023

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
24-00175	24-00175	DBRYSONRE Q	GLOBAL VENDING GROUP, INC.	000	E. GIACOBBE	6,440.00

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	Description	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
-----------	-------------	------	-------	-----------------	--	--------	--------------

POSTED CHECKS

11-000-100-565- -	TUITION-CSSD & DAY SCHOO	24-00146		1266 / B.C.S.S.S.D.	CF 24-002	27267	42,630.00
11-000-211-320- -	ATTENDANCE SVCS- PRCH SV	24-00055		3728 / RED ROVER TECHNOLOGIES, LLC	CF INV10450	27320	2,281.44
11-000-213-300- -	HEALTH PURCHASED PROF/ED	24-00117		3579 / PROFESSIONAL MEDICAL STAFFING	CP 2-4787	27316	990.00
		24-00117		3579 / PROFESSIONAL MEDICAL STAFFING	CF 2-4753	27316	990.00
		24-00117		3579 / PROFESSIONAL MEDICAL STAFFING	CP 2-4772	27316	990.00
		24-00117		3579 / PROFESSIONAL MEDICAL STAFFING	CP 2-4738	27316	495.00
		24-00070		3719 / WOODBURY MEDICAL OFFICE, A. BONETT, MD	CF HEALTH PURCHASED PROF/ED	27339	1,000.00
Total for 11-000-213-300- - HEALTH PURCHASED PROF/ED							\$4,465.00
11-000-213-610- -	HEALTH SUPPLIES	00005		1795 / SCHOOL HEALTH CORP	CP 4228453-00	27326	411.95
11-000-216-320- -	SPEECH/OT/PT PROF SER	24-00058		3191 / CNNH, LLC	CF SPEECH/OT/PT PROF SER	27277	750.00
		24-00156		3676 / HEALTH RESERVES, LLC.	CP 711/801	27289	1,020.00
		24-00167		3753 / LEARN WELL EI US,LLC.	CP 127020	27298	438.90
		24-00167		3753 / LEARN WELL EI US,LLC.	CP 126246	27298	292.60
		24-00167		3753 / LEARN WELL EI US,LLC.	CF 129564	27298	219.45
		24-00167		3753 / LEARN WELL EI US,LLC.	CP 124998	27298	365.75
Total for 11-000-216-320- - SPEECH/OT/PT PROF SER							\$3,086.70
11-000-218-320- -	GUID PURCH PRF ED SVC	00010		2897 / GENESIS STUDENT ATTENDANCE	CF 23-079	27286	8,685.00
11-000-223-500- -	OTHER PURCHASED SERVICES	24-00053		3171 / NAFIS	CF 2023/2024	27307	359.00

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 08/16/2023 at 11:12:51 AM

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	Description	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
POSTED CHECKS							
	OTHER PURCHASED SERVICES	24-00100		3207 / RENAISSANCE LEARNING, INC.	CF INV5294045	27321	9,190.00
		24-00125		3335 / MCCONNELL, MICHAEL	CF 23/24	27305	3,450.00
				Total for 11-000-223-500- - OTHER PURCHASED SERVICES			<u>\$12,999.00</u>
11-000-223-580- - WORKSHOPS		24-00123		2882 / BC SCHOOL CRISIS RESPONSE TEAM	CF BALANCE 24-E00006	27269	15.00
11-000-230-331- - GEN ADMIN-LEGAL SVC		24-00155		3421 / DAVID B. RUBIN, PC	CP 18728	27280	150.00
11-000-230-332-001- AUDIT FEES		00006		3344 / JUMP, PERRY AND COMPANY, LLP	CP pmt 2	27294	8,100.00
11-000-230-339- - GENERAL ADMIN PURCH PROF		24-00052		2858 / STRAUSS ESMAY ASSOCIATES LLP	CF 2324-47	27332	4,965.00
11-000-230-530- - TELEPHONE POSTAGE		24-00113		3073 / GMRS-FP	CF ac# 600027659	27276	1,500.00
11-000-230-590- - GEN AD ADVERTISEMENT		24-00115		1039 / LOCAL IQ-BURLINGTON COUNTY TIMES	CP 8821613	27302	89.81
		24-00115		1039 / LOCAL IQ-BURLINGTON COUNTY TIMES	CF 8940898	27302	33.26
		24-00054		3131 / NJSCHOOL JOBS.COM	CF 16621	27313	500.00
				Total for 11-000-230-590- - GEN AD ADVERTISEMENT			<u>\$623.07</u>
11-000-230-610- - GEN ADMIN-SUPPLIES		24-00118		1641 / COLORCRAFT SIGN COMPANY	CP 35989	27278	1,090.00
		24-00118		1641 / COLORCRAFT SIGN COMPANY	CP 35920	27278	220.00
		24-00118		1641 / COLORCRAFT SIGN COMPANY	CF 35915	27278	33.00
		24-00020		1752 / SCHOOL SPECIALTY, LLC.	CF 208132719670	27328	99.92

* CF - Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
POSTED CHECKS						
GEN ADMIN-SUPPLIES	24-00034		2984 / STAPLES ADVANTAGE	CF 3543009706	27330	339.50
			Total for 11-000-230-610- - GEN ADMIN-SUPPLIES			\$1,782.42
11-000-230-895- - BOE MEMBERSHIP/DUES/FEES	24-00051		1869 / FEANJSPA	CF 27356	27311	860.00
11-000-240-890- - SCH ADMIN-MISC EXPENSE	24-00114		2894 / PETTY CASH	CF 23/24 SY	27315	500.00
11-000-251-340- - BUS OFF PURCH TECH SERV	24-00069		2887 / FILEBANK INC.	CP AUG 2023	27282	115.02
	24-00133		3564 / GOTO TECHNOLOGIES USA, INC	CF 60001447977	27288	839.99
			Total for 11-000-251-340- - BUS OFF PURCH TECH SERV			\$955.01
11-000-252-340- - AIT PUR TECH SERV	00002		1001 / SYSTEMS 3000	CF H22123447	27333	5,675.00
	00001		1001 / SYSTEMS 3000	CP S-22123104	27333	9,459.00
			Total for 11-000-252-340- - AIT PUR TECH SERV			\$15,134.00
11-000-261-420- - MAINT CLEANING/REPAIRS	24-00104		1059 / GENERAL CHEMICAL CO.	CF 01122592	27285	3,372.74
	24-00066		3632 / RMR SERVICES & REPAIR, LLC	CP 20244	27323	298.00
	24-00066		3632 / RMR SERVICES & REPAIR, LLC	CP 20282	27323	145.00
	24-00066		3632 / RMR SERVICES & REPAIR, LLC	CF 20230	27323	213.75
	24-00131		3725 / FOX FENCE-ROSANDO FENCE CO. INC.	CF MAINT CLEANING/REPAIRS	27283	10,385.00
	24-00102		3767 / MCCLOSKEY MECHANICAL CONT, INC.	CF SD24297	27304	12,561.98
			Total for 11-000-261-420- - MAINT CLEANING/REPAIRS			\$26,976.47
11-000-261-610- - MAINT SUPPLIES	24-00174		1059 / GENERAL CHEMICAL CO.	CF 01134676	27285	167.56
	24-00174		1059 / GENERAL CHEMICAL CO.	CP 01144567	27285	655.80
	24-00119		2272 / CLC LOCKSMITHS LLC	CF 73919	27275	182.75

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	Description	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
-----------	-------------	------	-------	-----------------	--	--------	--------------

POSTED CHECKS

MAINT SUPPLIES							
24-00119		2272 / CLC LOCKSMITHS LLC	CP	74122		27275	96.15
24-00173		3138 / LOWE'S	CP	973767		27303	22.26
24-00173		3138 / LOWE'S	CP	902003		27303	127.50
24-00173		3138 / LOWE'S	CP	902002-CM 998969,973753		27303	1,150.79
24-00173		3138 / LOWE'S	CP	902721		27303	66.43
24-00173		3138 / LOWE'S	CP	99042		27303	195.94
24-00173		3138 / LOWE'S	CP	982732		27303	112.14
24-00173		3138 / LOWE'S	CP	902782		27303	60.12
24-00173		3138 / LOWE'S	CP	901559		27303	57.88
Total for 11-000-261-610- - MAINT SUPPLIES							\$2,895.32

11-000-262-300- - OPER PURCH PROFTECH SVS

24-00154		1140 / NJ AMERICAN WATER CO.	CP	7/25/2023		27310	222.42
24-00065		2213 / DELL COMPUTER CORPORATION	CF	10685687798		27281	1,353.40
24-00064		2213 / DELL COMPUTER CORPORATION	CF	10686942196		27281	2,655.96
24-00067		2521 / WESTERN PEST SERVICES	CP	AUG 2023		27337	198.50
24-00060		2884 / CDW GOVERNMENT INC.	CP	KV56395		27274	4,452.00
24-00060		2884 / CDW GOVERNMENT INC.	CF	LD41961		27274	328.05
24-00061		2884 / CDW GOVERNMENT INC.	CF	KZ74728		27274	1,212.75
24-00063		3046 / KEYBOARD CONSULTANTS INC	CF	89629		27296	28,910.00
24-00071		3573 / LEXISNEXIS RISK SOLUTIONS FL INC.	CP	AUG 2023		27301	200.00
00009		3670 / NOTABLE, INC.	CF	226519		27314	2,268.00
Total for 11-000-262-300- - OPER PURCH PROFTECH SVS							\$41,801.08

11-000-262-420- - OPER CONTRACT SERVICES

24-00080		1054 / BEVAN SECURITY SYSTEMS	CP	3657462		27271	548.80
24-00080		1054 / BEVAN SECURITY SYSTEMS	CF	3720715		27271	1,000.00
24-00157		1169 / WASTE MANAGEMENT OF NEW JERSEY	CP	3142918-0502-1		27336	1,013.19
24-00120		3583 / JAY'S LANDSCAPING,LLC	CF	86398		27293	3,450.50
24-00120		3583 / JAY'S LANDSCAPING,LLC	CP	85920		27293	575.00

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
POSTED CHECKS						
OPER CONTRACT SERVICES	24-00120		3583 / JAY'S LANDSCAPING,LLC	CP 86399	27293	175.00
11-000-262-441- -			Total for 11-000-262-420- - OPER CONTRACT SERVICES			\$6,762.49
OPER RENTALS	24-00148		3453 / QUENCH USA, INC.	CP 06093431	27319	15.63
11-000-262-490- -			1815 / BEVERLY SEWERAGE AUTHORITY	CF 701/930	27272	537.00
OTHER PURPROP WATERSEWER	24-00116		1141 / PSE & G	CP 07/28/23-GAS	27317	220.70
11-000-262-621- -	24-00153		1141 / PSE & G	CP ACT# 1301260509	27317	4,298.48
OPER ENERGY - GAS	24-00153		1141 / PSE & G	CP ACT# 7604148905	27317	2,226.23
11-000-262-622- -			Total for 11-000-262-622- - OPER ENERGY - ELECTRICIT			\$6,524.71
OPER ENERGY - ELECTRICIT			3623 / NJMVC REVENUE PROCESSING CENTER	CF TRANS CONT SVS REG	27312	50.00
11-000-270-511- -	24-00137		2314 / STATE OF NJ, DEPT OF LABOR	CF 13:0001	27331	151.50
TRANS CONT SVS REG	24-00134		1704 / PAYROLL PURCHASE ORDER	HP 2Q 2023bd share sui	22023	5,974.65
11-000-291-241- -			2394 / STATE OF NJ HEALTH BENEFITS PR	HP AUGUST 2023	82023	69,764.78
EMP BEN OTH RETIRE	PRL-FICA		2999 / HORIZON DENTAL OPTION PLAN	CP AUG23-302366389	27290	3,106.45
11-000-291-250- -	24-00165		Total for 11-000-291-270- - OTHER HEALTH BENEFITS			\$72,871.23
UNEMPLOYMENT COMPENSATIO	24-00149		1792 / COMCAST CABLEVISION	CP 8499051170032811	27279	118.17
OTHER HEALTH BENEFITS			1892 / NETWORKS & MORE! INC.	CF 13950001378	27308	2,700.00
11-190-100-340- -	24-00152		3463 / RNB DESIGN, LLC	CF 9643	27324	2,400.00
PURCHASED TECH SVC	24-00048		3578 / LEARNING ALLY, INC.	CF 125949	27300	2,598.00
	24-00127					
	24-00057					

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	Description	PO #	Inv #	Vendor # / Name	Type * Multi Remit To Check Name	Check Description or	Check#	Check Amount
-----------	-------------	------	-------	-----------------	----------------------------------	----------------------	--------	--------------

POSTED CHECKS

11-190-100-500- -	OTHER PURCHASED SVC							\$7,816.17
		24-00147		1139 / VERIZON	CP	7/27/2023	27335	141.22
		24-00150		2813 / XTEL COMMUNICATIONS	CP	232122456	27341	1,915.17
		24-00073		3715 / RIVELL, LLC	CP	9263	27322	904.40
				Total for 11-190-100-340- - PURCHASED TECH SVC				
								\$2,960.79
11-190-100-610- -	GENERAL SUPPLIES INSTRUC							
		00003		1405 / GOPHER SPORT	CF	IN302830	27287	1,195.71
		24-00036		1752 / SCHOOL SPECIALTY, LLC.	CF	208132710802	27328	56.34
		24-00038		1752 / SCHOOL SPECIALTY, LLC.	CF	208132710823	27328	56.98
		24-00018		1752 / SCHOOL SPECIALTY, LLC.	CF	308104337357	27328	99.40
		24-00041		1752 / SCHOOL SPECIALTY, LLC.	CF	308104327512	27328	67.41
		24-00008		1752 / SCHOOL SPECIALTY, LLC.	CF	308104332077	27328	100.00
		24-00079		1752 / SCHOOL SPECIALTY, LLC.	CF	208132719913	27328	92.92
		24-00078		1752 / SCHOOL SPECIALTY, LLC.	CF	308104324622	27328	700.15
		24-00075		1752 / SCHOOL SPECIALTY, LLC.	CF	308104340279	27328	334.92
		24-00031		1752 / SCHOOL SPECIALTY, LLC.	CF	308104327509	27328	16.69
		24-00095		1752 / SCHOOL SPECIALTY, LLC.	CF	308104331818	27329	527.18
		24-00005		1752 / SCHOOL SPECIALTY, LLC.	CF	208132788122	27328	79.95
		24-00074		1752 / SCHOOL SPECIALTY, LLC.	CF	308104340290	27328	905.44
		24-00044		1752 / SCHOOL SPECIALTY, LLC.	CF	208132710765	27328	20.00
		24-00077		1752 / SCHOOL SPECIALTY, LLC.	CF	208132622809	27328	56.41
		24-00019		1752 / SCHOOL SPECIALTY, LLC.	CF	308104332078	27328	99.34
		24-00011		1752 / SCHOOL SPECIALTY, LLC.	CF	308104332082	27328	99.66
		24-00003		1752 / SCHOOL SPECIALTY, LLC.	CF	308104335773	27328	99.97
		24-00076		1752 / SCHOOL SPECIALTY, LLC.	CF	208132622797	27328	303.20
		24-00017		1752 / SCHOOL SPECIALTY, LLC.	CF	308104328834	27328	99.97
		24-00009		1752 / SCHOOL SPECIALTY, LLC.	CF	308104327511	27328	99.72
		24-00015		1752 / SCHOOL SPECIALTY, LLC.	CF	308104330256	27328	99.14
		24-00010		1752 / SCHOOL SPECIALTY, LLC.	CF	308104327510	27328	99.86
		24-00023		1752 / SCHOOL SPECIALTY, LLC.	CF	208132718351	27328	99.99
		24-00002		1752 / SCHOOL SPECIALTY, LLC.	CF	308104337359	27328	99.96
		24-00012		1752 / SCHOOL SPECIALTY, LLC.	CF	208132710818	27328	95.24

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	Description	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
-----------	-------------	------	-------	-----------------	--	--------	--------------

POSTED CHECKS

24-00006	GENERAL SUPPLIES INSTRUC	24-00006		1752 / SCHOOL SPECIALTY, LLC.	CF 208132718330	27328	99.93
24-00027		24-00027		1752 / SCHOOL SPECIALTY, LLC.	CF 208132710779	27328	28.85
24-00014		24-00014		1752 / SCHOOL SPECIALTY, LLC.	CF 208132710764	27328	99.51
24-00016		24-00016		1752 / SCHOOL SPECIALTY, LLC.	CF 208132710776	27328	99.86
24-00022		24-00022		1752 / SCHOOL SPECIALTY, LLC.	CF 208132719671	27328	96.56
24-00007		24-00007		1752 / SCHOOL SPECIALTY, LLC.	CF 308104337360	27328	98.25
24-00105		24-00105		2135 / WILSON LANGUAGE TRAINING CORP	CF 23199	27338	15,088.04
24-00105		24-00105		2135 / WILSON LANGUAGE TRAINING CORP	CP 22980	27338	8,671.32
24-00081		24-00081		2439 / SCHOOL MATE	CP IN000601386	27327	805.00
24-00130		24-00130		2467 / KATHRYN TIPTON	CF GENERAL SUPPLIES INSTRUC	27334	55.82
24-00096		24-00096		2555 / J.W. PEPPER & SON INC.	CP 365431661	27292	157.96
24-00096		24-00096		2555 / J.W. PEPPER & SON INC.	CP 365431844	27292	92.00
24-00096		24-00096		2555 / J.W. PEPPER & SON INC.	CP 365437964	27292	739.98
24-00026		24-00026		2673 / BLICK ART MATERIALS	CF 1101264	27273	19.14
24-00062		24-00062		2884 / CDW GOVERNMENT INC.	CP KS22254	27274	424.55
24-00062		24-00062		2884 / CDW GOVERNMENT INC.	CF KS28643	27274	701.40
24-00035		24-00035		2984 / STAPLES ADVANTAGE	CP 3543352090	27330	1.77
24-00035		24-00035		2984 / STAPLES ADVANTAGE	CP 3543009707	27330	81.20
24-00042		24-00042		3261 / BECKER'S SCHOOL SUPPLY	CF 1907984-IN	27270	25.54
00011		00011		3367 / LEARNING A-Z	CF 6901256	27299	198.00
24-00151		24-00151		3443 / XEROX CORPORATION	CP 019352838	27340	95.66
24-00151		24-00151		3443 / XEROX CORPORATION	CP JULY 23	27340	138.24
24-00086		24-00086		3462 / MIDDLESEX LAMINATING	CF 429	27306	160.00
00008		00008		3642 / NEWSELA	CF INV32307	27309	7,067.61
24-00091		24-00091		3661 / QUAVER MUSIC	CF GENERAL SUPPLIES INSTRUC	27318	3,000.00
Total for 11-190-100-610- - GENERAL SUPPLIES INSTRUC							\$43,651.74
00012	TEXTBOOKS INSTRUCTION	00012		2579 / HOUGHTON MIFFLIN HARCOURT	CF 7010266676	27291	6,600.00
24-00083		24-00083		2730 / KENDALL/HUNT PUBLISHING CO.	CF 13336708	27295	3,518.98

11-190-100-640- -

Beverly City Board of Education

Bills And Claims Report By Account Number

for Batches 50,51 and Check Date is 08/18/2023

va_bill1.060623
08/17/2023

Account #	PO #	Inv #	Vendor # / Name	Check Description or Type * Multi Remit To Check Name	Check#	Check Amount
POSTED CHECKS						
TEXTBOOKS INSTRUCTION	24-00083		2730 / KENDALL/HUNT PUBLISHING CO.	CP 13337786	27295	472.50
	24-00083		2730 / KENDALL/HUNT PUBLISHING CO.	CP 13338995	27295	236.25
	24-00083		2730 / KENDALL/HUNT PUBLISHING CO.	CP 13337010	27295	17.00
	24-00097		3656 / SAVVASLEARNING COMPANY,LLC	CP 7028482291	27325	759.50
	24-00097		3656 / SAVVASLEARNING COMPANY,LLC	CF 4057005815	27325	2,468.39
			Total for 11-190-100-640- - TEXTBOOKS INSTRUCTION			\$14,072.62
12-000-400-450- - FACILITIES-CONSTRUCTION	24-00124		3726 / KEYSTONE ENGINEERING GROUP, INC.	CF 2301553	27297	1,851.92
12-120-100-730- - EQUIPMENT GR. 1-5	24-00056		3206 / ATLANTIC BUSINESS PRODUCTS	CF 624281	27266	6,274.50
12-130-100-730- - EQUIPMENT GR. 6-8	24-00056		3206 / ATLANTIC BUSINESS PRODUCTS	CF 624281	27266	6,274.50
20-218-200-200- - PSEA EMP BENEFITS	24-00165		2394 / STATE OF NJ HEALTH BENEFITS PR	HP AUGUST 2023	82023	11,367.58
20-250-100-500- - IDEA TUITION	24-00164		2361 / GARFIELD PARK ACADEMY INC	CP 2324-E BEVERLY-2023 ESY	27284	8,496.72
	24-00163		3454 / BANCROFT NEUROHEALTH	CP ESY-706731	27268	5,714.10
			Total for 20-250-100-500- - IDEA TUITION			\$14,210.82
			Total for Posted Checks			\$382,405.01

Beverly City Board of Education Bills And Claims Report By Account Number for Batches 50,51 and Check Date is 08/18/2023

ve_bill1.060623
08/17/2023

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 08/16/2023 at 11:12:51 AM
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$266,686.26		\$75,739.43		\$342,425.69
10	12	\$14,400.92				\$14,400.92
Fund 10	TOTAL	\$281,087.18		\$75,739.43		\$356,826.61
20	20	\$14,210.82		\$11,367.58		\$25,578.40
GRAND	TOTAL	\$295,298.00	\$0.00	\$87,107.01	\$0.00	\$382,405.01

Chairman Finance Committee

Member Finance Committee

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	907152023	07/14/2023	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-105- -	907152023	07/14/2023	539.92	HEALTH SVCS- CLER SAL
11-000-218-105- -	907152023	07/14/2023	674.70	GUID SECY/CLER SALARIES
11-000-219-105- -	907152023	07/14/2023	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	907152023	07/14/2023	4,395.85	CURR/INSTR SALARIES
11-000-221-104- -	907152023	07/14/2023	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	907152023	07/14/2023	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	907152023	07/14/2023	248.60	CI OTHER SALARIES
11-000-230-100- -	907152023	07/14/2023	6,133.52	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	907152023	07/14/2023	206.29	TREASURER SALARIES
11-000-230-105- -	907152023	07/14/2023	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	907152023	07/14/2023	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	907152023	07/14/2023	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	907152023	07/14/2023	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	907152023	07/14/2023	1,585.83	OPER/CUST SALARIES
11-000-262-110-OT -	907152023	07/14/2023	6,289.67	OPER/CUSTODIAL OT
11-000-266-100- -	907152023	07/14/2023	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	907152023	07/14/2023	1,058.83	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	907152023	07/14/2023	1,058.83	SAL. FOR PUPIL TRANS(BET
11-130-100-101- -	907152023	07/14/2023	100.00	GR. 6-8 TEACHER SALARIES
20-218-200-102- -	907152023	07/14/2023	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	907152023	07/14/2023	1,613.20	PRE-K SALARIES OF SUPERV
20-218-200-105- -	907152023	07/14/2023	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	907152023	07/14/2023	1,709.69	OTHER SALARIES
Total # of Payments	24.00	Total Check Amount	40,343.34	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	907302023	07/28/2023	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-105- -	907302023	07/28/2023	539.92	HEALTH SVCS- CLER SAL
11-000-218-105- -	907302023	07/28/2023	674.70	GUID SECY/CLER SALARIES
11-000-219-105- -	907302023	07/28/2023	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	907302023	07/28/2023	4,395.85	CURR/INSTR SALARIES
11-000-221-104- -	907302023	07/28/2023	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	907302023	07/28/2023	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	907302023	07/28/2023	248.60	CI OTHER SALARIES
11-000-230-100- -	907302023	07/28/2023	6,133.52	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	907302023	07/28/2023	206.29	TREASURER SALARIES
11-000-230-105- -	907302023	07/28/2023	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	907302023	07/28/2023	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	907302023	07/28/2023	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	907302023	07/28/2023	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	907302023	07/28/2023	1,585.83	OPER/CUST SALARIES
11-000-262-110-OT -	907302023	07/28/2023	4,568.20	OPER/CUSTODIAL OT
11-000-266-100- -	907302023	07/28/2023	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	907302023	07/28/2023	1,058.83	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	907302023	07/28/2023	1,058.83	SAL. FOR PUPIL TRANS(BET
11-130-100-101- -	907302023	07/28/2023	100.00	GR. 6-8 TEACHER SALARIES
11-204-100-106- -	907302023	07/28/2023	960.00	LLD PARA SALARY
11-213-100-101- -	907302023	07/28/2023	3,240.00	RR TEACHER SALARIES
11-213-100-106- -	907302023	07/28/2023	2,880.00	OTHER SALARIES FOR INSTR
11-401-100-100- -	907302023	07/28/2023	720.00	COCURR SALARIES
20-218-200-102- -	907302023	07/28/2023	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	907302023	07/28/2023	1,613.20	PRE-K SALARIES OF SUPERV
20-218-200-105- -	907302023	07/28/2023	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	907302023	07/28/2023	1,709.69	OTHER SALARIES
Total # of Payments	28.00	Total Check Amount	46,421.87	

LunchTime Software
301 Science Park Road, Suite 123
State College, PA 16803



INVOICE

BILL TO
Beverly City School
601 Bentley Ave
Beverly, NJ 08010

INVOICE # 9899
DATE 04/01/2023
DUE DATE 04/16/2023
TERMS Net 15

SHIP DATE
04/01/2023

DESCRIPTION	QTY	RATE	AMOUNT
LunchTime Annual Hosting Services - District runs POS Module locally.	1	1,000.00	1,000.00
LunchTime Platinum Maintenance/Support	1	495.00	495.00

BALANCE DUE **\$1,495.00**

Federal EIN: 25-1894859
If you wish to pay by credit card, a 3% processing fee will be added to the invoice.
Visa, MasterCard and Discover accepted.
To pay by credit card, call 1-800-805-3808 x118



July 16, 2023

Mr. Brian Savage
Beverly City School District
805 Warren St.
Beverly City, NJ 08010

RE: Change Order for Engineering Services
Beverly City School District
Beverly School HVAC Improvements
Keystone Change Order No. 2022.00058 COR2

Dear Mr. Savage,

Keystone Engineering Group, Inc. (Keystone) appreciates the opportunity to present this change order to Beverly City School District for the above referenced project.

1.0 INTRODUCTION

Beverly City School District is proposing to upgrade the existing HVAC system, located in Beverly, NJ. This change order is for Keystone providing additional services on the original bid and rebid for the project. Keystone has subcontracted with Suburban Consulting Engineers for structural engineering services and Tab Tek, Inc. for Testing Adjusting and Balancing services.

2.0 SCOPE OF WORK

2.1 Re-Bid Phase Services

Keystone provided the following services during the re-bidding phase of the project:

- Answered questions from Beverly, Surety Mechanical, and Beverly council during the original bid and bid protest.
- Prepare conformed drawings and front end documents for the project rebid.
- Answering questions during re-bidding
- Review re-bid results and provide recommendation to Beverly City School District

3.0 BUSINESS TERMS

3.1 Compensation

We propose to provide the services indicated above for the following lump sum amount:

2.2 Re-Bid Phase Services \$ 4,000

The total revised contract would be the following:

Program Application	\$ 4,000 Lump Sum
Detailed Design	\$ 62,000 Lump Sum
Bidding Phase Services	\$ 4,500 T&M NTE
Construction Phase Services	\$ 50,000 T&M, NTE
SBB-VEEVR Program	\$ 14,500 T&M, NTE
Re-Bid Phase Services	\$ 4,000 Lump Sum
Total	\$139,000

These fees are firm and cannot be changed unless both parties agree to changes in the scope. This proposal is valid for 90 days. Invoicing will be done on a monthly percent complete and T&E. Payment to Keystone shall not be contingent upon payment to Beverly School District by others.

Additional services beyond the scope of this proposal can be provided based on negotiated lump sum amounts or on a per diem basis.

3.2 Business Conditions

Keystone’s Standard Business Conditions (attached) apply.

If you should have any questions concerning this change order, please feel free to contact us. Thank you for the opportunity to submit this proposal.

Respectfully,



William F. Bleiler, PE, LEED AP
Partner



**AUTHORIZATION TO PROCEED
ENGINEERING SERVICES**

**Beverly School District
HVAC Upgrades**

I have reviewed Keystone Engineering Group, Inc. Change Order No. 2022.00058 COR2, agree to the terms and conditions, and hereby authorize Keystone to proceed with the outlined services.

Date

Authorized Representative for Beverly School District

Name (print or type)

Title (print or type)

Authorization Per Task:

2.1 Re-Bidding Phase Services _____

KEYSTONE ENGINEERING GROUP, INC

GENERAL TERMS & CONDITIONS

- Proposals are valid for a period of ninety (90) days from the date appearing thereon. After ninety (90) days, the proposal is void and Keystone Engineering Group, Inc. (hereinafter "KEYSTONE") reserves the right to submit a revised proposal.
- Any and all information contained in the proposal is confidential and proprietary property of KEYSTONE and is not to be disclosed or made available to third parties without the written consent of KEYSTONE.
- Invoices will be submitted on a monthly basis, unless stated otherwise in writing by KEYSTONE, and are due upon receipt. All balances past due will be charged an interest rate of 1.5% per month past due. KEYSTONE may, after mailing written notice of its intention to do so, suspend services and refuse to release any documents or other work-product until Client has paid in full all amounts due, including interest charges. Client will be responsible for all costs of KEYSTONE in collecting past due balances from Client, including but not limited to, reasonable attorney's fees.

Client must submit, in writing, to KEYSTONE within ten (10) days of the date of any invoice, any dispute on the invoice, otherwise the invoice will be considered to be correct.
- All documents and/or plans, whether physical or contained on magnetic disk or any other data storage media (hereinafter collectively referred to as "documents"), prepared by KEYSTONE shall be the sole property of KEYSTONE until payment is made in full. Client agrees that if payment is not made in full, Client shall have no proprietary interest in any document prepared by KEYSTONE and KEYSTONE reserves the right to require the return of any document(s) submitted to the Client or others.
- The proposed fees and schedule constitute KEYSTONE's best estimate of the charges and time required to complete the project. Except as provided in Paragraph 6, the project scope will not be altered without written mutual agreement between KEYSTONE and Client.
- Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences or force majeure, such as fires, floods, riots, strikes, unavailability of labor and materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts or regulations of any governmental agency.
- Where method of payment is based on time-and-material, the Client agrees that the following will apply:
 - The minimum time segment for charging field work is one (1) hour. All field time is charged on a portal to portal basis. The minimum time segment for charging office work is one-half (1/2) hour. Overtime is charged at one hundred fifty percent (150%) of regular rate unless otherwise specifically agreed upon in writing. Overtime is considered any time billed by KEYSTONE employees over 40 hours per week.
 - Expenses which are reimbursable include travel and living expenses of personnel when away from the home office on business connected with the project; identifiable communication, reproduction and shipping costs; identifiable drafting and stenographic supplies; expendable materials and supplies purchased specifically for the project. A fifteen (15) percent administrative charge will be added.
 - Emergency response rates shall be 2 x Standard Rates and will be applied for services, on-site, or via remote support provided outside the normal working times of weekdays 7:00AM till 6:00PM, Saturday, Sunday, and Holidays.
- No cancellation of this contract by the Client will be effective unless seven (7) days prior notice thereof has been received by KEYSTONE, together with the reasons and details and an opportunity for consultation has been given. If canceled, a final invoice will be calculated on the first or fifteenth of the month, whichever comes first, following receipt of such cancellation notice and the lapse of the seven day cancellation period (the effective date of cancellation).

Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on the percentage of work completed to the effective date of cancellation, plus an equitable adjustment to provide for costs KEYSTONE incurred for commitments made prior to cancellation.

Where the method of payment is time-and-materials, Client agrees that the final invoice will include all services and direct expenses incurred up to the effective date of cancellation plus an equitable adjustment to provide for costs KEYSTONE incurred for commitments made prior to cancellation.
- KEYSTONE will maintain, at its own expense, Workman's Compensation insurance, Comprehensive General Liability insurance and Professional Liability insurance and upon request will furnish the Client with a certificate to verify the same.
- If, subsequent to the execution of an agreement to provide professional services, KEYSTONE finds that specialized equipment must be obtained to perform the services, the Client will be notified of the cost of such equipment and, if agreed, the cost will be added to the project fee as a reimbursable expense or the equipment will be obtained by the Client.
- Client and KEYSTONE have discussed the risks, rewards and benefits of the project and the total fee for services, and agree that to the fullest extent permitted by law, the total liability, in the aggregate, of KEYSTONE and its officers, directors, employees, agents and independent professional associates and consultants, to the Client and anyone claiming by, through or under the Client for any and all injuries, claims, losses, expenses or damages whatsoever related to KEYSTONE services, including but not limited to the negligence, errors, omissions, strict liability or breach of contract, shall not exceed the total compensation received by KEYSTONE, to date, under this agreement.

A request by the Client to increase the limit of liability must be made to KEYSTONE in writing at the time of the client's acceptance of the proposal. KEYSTONE may agree to increase the limit of liability in consideration of additional payment by the client. The increased limit of liability will become effective upon agreement on the fee and execution of the contract.
- KEYSTONE warrants that its work will be performed in accordance with generally accepted professional standards. Our services often require decisions which are not based upon exact science, but rather, skilled judgment. We will use that degree of care and skill normally exercised under similar circumstances in the profession at the time the services are rendered. This standard of care shall not be judged according to later standards. **THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED.** This warranty is solely for the benefit of the Client and its successors. It gives no rights to any other third-party beneficiary and KEYSTONE contemplates that there will be no third-party beneficiary of any agreement between KEYSTONE and the Client unless specifically agreed to, in writing, by KEYSTONE.

KEYSTONE does not represent or warrant that any permit or approval will be issued by any governmental body. Should the Client and KEYSTONE agree in this contract that KEYSTONE will be responsible for the preparation of any application for approval or permit, KEYSTONE will endeavor to prepare any application for any such permit or approval in conformance with all applicable requirements, but, in view of the complexity and the frequent changes in applicable rules and regulations and interpretations by the authorities, KEYSTONE cannot guarantee that such application will be complete or will conform to all applicable requirements. Clients desiring further assurance regarding their applications for permits or approvals are advised to obtain legal or other appropriate counsel.
- The Client agrees to indemnify, defend and hold harmless KEYSTONE and its subcontractors, consultants, agents, officers, directors and employees from and against all losses, claims, damages, expenses or liability whatsoever, whether direct, indirect, economic or consequential, including, but not limited to, reasonable attorney's fees and other costs of defense, arising out of reliance by KEYSTONE on information provided to it by the Client.

KEYSTONE is not responsible for and the Client agrees to indemnify KEYSTONE from any loss, damage, or liability arising from the negligent acts, errors, or omissions of the Client, its staff, employees, agents, consultants, or contractors.
- This agreement represents the entire agreement between the parties and can only be modified in writing by both parties.
- This agreement is governed under the laws of the Commonwealth of Pennsylvania.
- Any provisions of this agreement found upon judicial interpretation or construction to be prohibited by law shall be ineffective to the extent of such prohibition, without invalidating the remaining provisions of this agreement.
- Neither Client nor KEYSTONE will assign, sublet, or transfer any rights or interest in this agreement without the prior written consent of the other.
- This agreement contains all of the understandings, promises and undertakings of the parties to it. All prior understandings and agreements, oral or written, previously entered into between the parties to this agreement are merged in this instrument.
- The parties acknowledge that each has had the opportunity to receive independent legal advice from counsel of his or her own selection, that each is familiar with and fully understands this Agreement and that each has been fully informed as to, and understands, his or her legal rights. Each of the parties further acknowledges and agrees that, after having the opportunity to receive such advice and with such knowledge, and after having read this Agreement carefully and fully, this Agreement is fair, reasonable and equitable, that it is being entered into freely, voluntarily, and in good faith, and that its execution is not the result of any duress, undue influence, coercion, collusion and/or improper or illegal agreement.
- For purposes of contract interpretation and for the purpose of resolving any ambiguity in this Agreement, the parties agree that this Agreement was prepared jointly by them and/or their respective attorneys.



Patrick Madden

91

Business Administrator/Board Secretary

August 14, 2023

Dear School Business Administrator or Designee,

Please find a copy of the CCESC's 2023-2024 General Services Contract. The associated price list can be accessed through its own link on our website.

Executing this contract eliminates the need for individual joint agreements.

CCESC's administrative fee for 2023-2024 remains 6%.

Please submit an executed contract through our website and forward me a certified copy of your Board Meeting minutes showing the approval once prepared.

We look forward to serving your district in the 2023-2024 school year.

Sincerely,

A handwritten signature in cursive script that reads "P. Madden".

Patrick Madden
School Business Administrator

pmadden@camdenesc.org

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
GENERAL SERVICES CONTRACT**

THIS CONTRACT is made and effective on July 1, 2023 by and between the Camden County Educational Services Commission, with offices located at 225 White Horse Avenue, Clementon, New Jersey 08021, (hereinafter referred to as the "Commission") and **Beverly City Board of Education** (hereinafter referred to as "Board").

WITNESSETH:

WHEREAS, the Board desires to engage the services of the Commission to provide requested services; set forth in the Price List for Fiscal Year 2023-2024 and incorporated herein as the "Services"; and

WHEREAS, the Commission is willing to provide the Services to the Board; and

WHEREAS, the Board has approved a resolution authorizing the assistance of the Commission to provide the Services;

NOW THEREFORE, the Commission and the Board, for the considerations herein specified, agree as follows:

1. The term of this contract shall be from July 1, 2023 to June 30, 2024.
2. The Board is solely responsible for the administration of its funds relative to the provision of the Services rendered pursuant to this Contract.
3. Services, if selected by the Board, will be provided by the Commission in accordance with the price list associated with this contract. Prices include time off or away for the personnel delivering the Services for professional development, sick time, personal time, bereavement, and other time away approved by the Commissions Superintendent or designee.
4. For the Services for Student Transportation rendered by the Commission under this contract, the Board shall pay to the Commission a sum of the districts portion of the cost of the shared route plus a 6 % (six percent) administration fee.
5. The Commission shall bill the Board for the Services rendered on a monthly basis. The Board shall remit all amounts payable to the Commission within thirty (30) days following the receipt of each such invoice.
6. The Board shall defend, indemnify and hold harmless the Commission, its agents, officials, representatives and employees from and against all claims, damages, or losses for which the Board is legally liable, including, but not limited to, reasonable attorney's fees, that arise as a result, in whole or in part, from any intentional or negligent act or omission by the Board relative to the Services provided under this Agreement. This obligation shall be limited to claims, damages or losses covered by applicable insurance maintained by the Board.
7. The Commission shall defend, indemnify and hold harmless the Board, its agents, officials, representatives and employees from and against all claims, damages, or losses for which the Commission is legally liable, including, but not limited to, reasonable attorney's fees, that arise as a result, in whole or in part, from any intentional or negligent act or omission by the Commission in rendering services under this Agreement. This obligation shall be limited to claims, damages or losses covered by applicable insurance maintained by the Commission, and shall exclude any claims, damages or losses in due process matters or proceedings.
8. This contract shall terminate at the expiration of June 30, 2024. No Services shall be performed by the Commission thereafter in the absence of appropriate prior authorization from the Board to do so, including a guarantee that the Commission shall be paid for all of the Services performed and costs incurred after the date of expiration. Notwithstanding the expiration date, either party may terminate this agreement prior to

the expiration date of June 30, 2024 by giving sixty (60) days written notice to the other of its intent to terminate. This sixty (60) day termination provision also applies to placement of specific service providers. Termination shall become

effective at the end of the notice period unless the Commission requests or agrees to an earlier termination date. Early termination shall not relieve the Board of the obligation to pay the Commission through the end of the notice period. Any notice of termination shall be in writing and delivered by certified mail. The notice period shall commence upon receipt of the certified mail. During the sixty (60) day period after such notice is received, the parties shall continue to act towards each other in good faith. Notice of termination to the Board shall be addressed to the Board at their address listed on their website. Notice of termination to the Commission shall be directed to the address set forth on page one (1) of this agreement.

9. During the term of this contract and for a period of two (2) years following the termination of this contract, the Board agrees not to solicit for hire or hire as an employee, consultant or independent contractor, any non-administrative employee and/or independent contractor under contract with the Commission. Should the Board desire to hire one of the Commission's non-administrative employees, the Board agrees to provide sixty (60) days written notice to the Commission of its intent to hire. Upon resignation by the non-administrative employee from the Commission and hiring by the Board, the Board agrees to pay the Commission a liquidated damages fee equal to one (1) month of the non-administrative employee's last annual salary at the Commission. Should the Board desire to hire one of the Commission's independent contractors, the Board agrees to provide sixty (60) days written notice to the Commission of its intent to hire. Upon separation by the independent contractor from the Commission and hiring by the Board, the Board agrees to pay the Commission a liquidated damages fee of \$1,000.00.

SIGNATURES ON NEXT PAGE

In witness whereof, and intending to be legally bound, the parties hereby set their hand and seals.

(Beverly City Board of Education)

BY: _____

(Authorized Signature)

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
GENERAL SERVICES CONTRACT**

NAME

DATE: _____

TITLE:

Camden County Educational Services Commission



BY:

W. Patrick Madden
Business Administrator & Board Secretary

DATE: 8/14/2023

Camden County Educational Services Commission- Price List for Fiscal Year 2023-2024

Transportation Services

Contracted Routes	Vendor cost plus 6%	
Aide in Lieu	State limit plus 6%	

Nonpublic School Services

Compensatory Education	Cost not to exceed State funding	
ELL		
Home Instruction		
Supplemental Instruction		
Speech-Language Services		
Examination and Classification		
Nursing Services		
Instruction (Title I – IDEA)	Teacher	Assistant
• Regular School Day	\$468.00/day (6.5 hrs)	\$27.00/hour part-time only
• After Hours Services	\$45.00/hour	\$27.00/hour part-time only

Child Study Team & Professional Services (Subject to staff availability)

Evaluations :		
• Psychological / Educational / Social	\$360 per evaluation	\$505 Bilingual
• Speech and Language Evaluation	\$360 per evaluation	\$695 Bilingual (no bundle)
• Three Evaluation Bundle	\$975	\$1,450 Bilingual
• Psychoeducational	\$710	\$985 Bilingual (no bundle)
• PT or OT (Standard)	\$300 per evaluation	
• PT or OT (Complex)	\$400 per evaluation	
• Speech / Articulation Only	\$125 per evaluation	
Transition Services:		
• Program Consultation	\$95 / hour	
• SLE Consultation	\$75 / hour	
• Job Coaches	\$27 / hour	Part-Time Staffing
• Transportation		Vendor Cost plus 6%
Other Services:		
• IEP/Service Plan Development	\$125	
• Case Management & Service Plan Development	\$165 per case	
• Transfer Case Review of Records	\$50	
• Service Plan/IEP Revision	\$45	
• Additional Services	\$72 / hour	One-hour minimum
• Administrative Consultation / Staffing	\$95 / hour	\$665 per day (7hrs.)

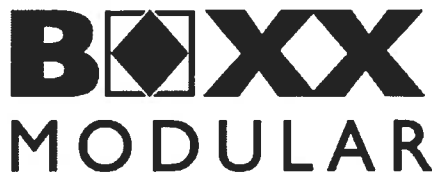
Related Services - Contracted 3rd Party Providers (Speech, Physical/Occupational Therapy, BCBA, BCaBA, etc.)

Therapy, Consultations, Evaluations, Meetings	Vendor Cost plus 6%	
---	---------------------	--

Public School Certificated Staff Services

Teacher-NJ DOE Certificated		
Educational Specialist: Speech-Language Specialist, School Counselor, LDTC, School Psychologist, Occupational Therapist, Physical Therapist, School Social Worker, School Nurse	\$504.00/day (7 hrs) (Minimum 1/2 day)	
Early Childhood - Program Consultation	Early	\$150 / hour
Childhood - Instructional Coach		\$665 / diem
Early Childhood - Collaborative Meetings		TBD
		per diem = 7 hours based on # participating

Board Approved - December 7, 2022



REQUEST FOR CHANGE

717 Constitution Drive
Suite 100
Exton, PA 19341
877.438.8627

Date: 7/20/2023
RCO #: 20
Task: Credit for ADA Ramp and aluminum railings.

Scope of Work	Quote
Concrete work	\$ (15,063.00)
Handrails	\$ (8,031.00)

Subtotal		\$ (23,094.00)
KPN Fee	0.04	\$ (923.76)
Subtotal		\$ (24,017.76)
BOXX Overhead	0.1	\$ (2,401.78)
Subtotal		\$ (26,419.54)
BOXX Profit	0.1	\$ (2,641.95)
Total		\$ (29,061.49)
Change Order Amount to Contract		\$ (29,061.00)



Exhibit A Frontline Customer Order Form

Q-155373

MSA-001f400000S8kMg

08/17/2023

1400 Atwater Drive Malvern, PA 19355

Customer:	Order Form Details:
Beverly City School District 601 Bentley Ave BEVERLY, New Jersey, 08010-1595 United States	Pricing Expiration: 9/16/2023 Quote Currency: USD Account Manager: Steven Goldberg
Contact: Joseph Campisi Title: Director of Pupil Services/Discipline Phone: 609-387-2200 Email: jcampisi@beverlycityschool.org	Startup Cost Billing Terms: One-Time, Invoiced after signing Subscription Billing Frequency: Annual Sale Type: New Initial Term: 9/01/2023 – 6/30/2025

Pricing Overview	Amount
One-Time Fees	\$1,575.00
Annual Recurring Fees	\$1,000.00
(Initial Term Prorated Fees)	\$830.14

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	\$1,575.00	\$1,575.00

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
(504 Program Management - Direct, unlimited usage for internal employees Prorated Term)	9/01/2023	6/30/2024	\$830.14
504 Program Management - Direct, unlimited usage for internal employees	7/01/2024	6/30/2025	\$1,000.00



Exhibit A Frontline Customer Order Form

Q-155373

MSA-001f400000S8kMg

08/17/2023

1400 Atwater Drive Malvern, PA 19355

Additional Order Form Information

Tax Information

Tax Exemption: We currently don't have a tax exemption certificate on file for you. Please use this [link](#) to upload your tax exemption certificate. Otherwise, the appropriate tax will be applied at the time of invoicing.

PO Information

PO Status:

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment



Exhibit A Frontline Customer Order Form

Q-155373

MSA-001f400000S8kMg

08/17/2023

1400 Atwater Drive Malvern, PA 19355

Invoicing Schedule	Due Date	Amount
Invoice: One Time Frontline Implementation	Upon Signing	\$1,575.00 + applicable sales tax \$1,575.00
Invoice: Prorated 504 Program Management - Direct, unlimited usage for internal employees	10/01/2023	\$830.14 + applicable sales tax \$830.14
Invoice: Annual 504 Program Management - Direct, unlimited usage for internal employees	7/31/2024	\$1,000.00 + applicable sales tax \$1,000.00



1400 Atwater Drive Malvern, PA 19355

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Frontline Technologies Group LLC dba Frontline Education	Beverly City School District
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: 1400 Atwater Drive Malvern, PA 19355	Address: 601 Bentley Ave BEVERLY, New Jersey 08010-1595
Email: billing@frontlineed.com	Email: _____
Effective Date: _____	

STATEMENT OF WORK



Student Plan Management
TriState - 504
Standard Project Services



Executive Summary

This Statement of Work (SOW) outlines the high-level process and deliverable components required to implement the eStar/V3 504 solution for Beverly City School District. This Statement of Work (SOW) is subject to the terms and conditions of the Frontline Solutions Agreement referenced in the associated Order Form.

The Frontline and Client project managers will determine the specific timeline through the creation of a Project Plan.

Throughout this document, Beverly City School District will be referred to as “Client” and Frontline as “Frontline.”

Scope of Work

Project Planning

Frontline understands that effective project planning lays the foundation for a successful implementation and is vital to reducing risk. We develop detailed project plans for every implementation that establish objectives and outcomes with a clear schedule of deliverables for both Frontline and client stakeholders for each stage of the project.

Upon initiation of the project, Frontline will work with the Client project leaders and other key stakeholders to identify and document all key project components and project team members. As detailed below, various stakeholder and work groups will be established and will work collaboratively to refine and finalize project plans including all timelines and milestones. These plans will be prioritized into an overall program plan representing the multiple workstreams that are part of the Beverly City School District TriState deployment.

Communication Plan

Timely and accurate communication is critical to the success of any project. All Frontline projects are supported by a Project Dashboard that will be available to Frontline and Client project teams – providing a single repository for the project.

The dashboard will be used to guide recurring project status meetings – eliminating the need for point in time project status reports.

Communication Strategy

During the Kick-off Meeting, the implementation consultant will establish a plan for effective communication during the project. This includes identifying key communications partners in each functional area to help deliver project communications and assist in setting up appropriate and timely delivery channels. Frontline will work with the Client to support the communication process by providing information on the project, its progress, and related data.





Project Scope Change Management

This product implementation has a standard scope, timeline and set of deliverables based on the original purchase agreement. Frontline's responsibilities extend only to the deliverables specified in this statement of work. During the project, information or situations may come to light that were not identifiable when the project initiated. As a result, it may be necessary to make alterations to the course of the project. Additional needs may arise that require purchase such as additional modules or training. In such instances, your consultant will notify the sales team of your interest in an additional purchase.

Project Team Organization

A strong Project Team will be integral to the successful management of this project.

Together, Frontline and the Client will form a closely integrated team - aligned cross-functionally and cross-organizationally to support the success of the project.

Frontline's recommended team structure - outlined below - identifies the type of personnel that are commonly involved with the project. It should be anticipated that other personnel will be involved based on the client organizational structure and on an ad-hoc basis to provide specific insights, knowledge or support as the project moves through its different phases.

Frontline recommends the Client team included representatives from the user, technical and leadership communities, and outside stakeholders as necessary.

In selecting your project team members, the following qualifications should be considered:

- Ability to make decisions.
- Ability to work well under pressure and in a professional manner.
- Clear understanding of the desired constituent experience and desired business outcomes.
- Detailed knowledge of their functional area and critical business processes.
- Ability to listen and value input from all participants.
- Committed to clear and shared project goals.
- Ability to work as a team and to interact on a regular basis to accomplish specific tasks.

The Frontline Implementation Consultant and Client teams will be jointly responsible achieving the defined project scope. They will work from a constituent-centered view to ensure that the system is implemented within the project timeline.

Frontline Project Team

Implementation Consultant(s)

Implementation Consultants will provide subject matter expertise and will serve as the primary point of contact for all functional and system configuration work, lead consulting and training activities, as well as become the primary means of support during the initial go-live period.

Implementation Consultants responsibilities include:





- Partnering with Client in conducting Discovery and Requirements Gathering sessions
- Conducting configuration, consulting, training, and work sessions as defined by the project plan
- Contributing to project management tools to track risks, issues, action items, and key project decisions
- Providing support following go-live and transition to Frontline Support through the Support Handoff process.

Technical Services Specialist(s)

Technical services specialists will partner with the Implementation Consultant to ensure all data exchanges are developed and thoroughly tested. In addition, they will be assisting with data imports.

Technical Services Specialists responsibilities are to import data provided in Frontline specified formats. The Implementation Consultant will work with the Client project team to identify and provide advice on how to resolve data anomalies.

- **Client Project Team**

As with the Frontline Project Team, the Client will also have specific roles that will be required to execute a successful project. In some districts, one person may fill more than one role. Below are the roles that Frontline recommends filling within the Project framework:

Project Manager

The Client Project Manager will oversee the implementation and execution of all project-related activities, while ensuring the successful completion of each phase and related activities to reach the project milestones successfully.

Additional responsibilities include:

- Act as the primary project contact responsible for client-side communications, scheduling, deliverable tracking and advancing the project according to plan
- Work collaboratively with Frontline Implementation Consultant to ensure that the project remains on track and risks are identified and mitigated early
- Ensure timely completion of Client project tasks and action items as identified by Project Plan
- Partner with Frontline Implementation Consultant on training schedule, identifying attendees, availability, and attendance for training sessions

Functional and Subject Matter Experts

Working closely with the Frontline Implementation Consultants the subject matter experts will be responsible for the following:

- Provide specialist district process knowledge
- Responsible for configuration decisions and ensure configurations are complete
- Responsible for data validation





System Administrator(s)

The system administrators will be responsible for the following:

- Responsible for day-to-day operations, upkeep of system, and user management.
- Define current policies, processes, and workflow
- Timely completion of project tasks and action items in support of the project plan and schedule
- Partners with IT Department and Frontline Consultant to verify data imports

IT Department

The Client technical team will system administrators will be responsible for the following:

- Ensure Frontline Education domains/IP addresses have been incorporated into any firewalls and/or spam filters
- Responsible for updating whitelisting from Frontline
- Provide technical support in instances where local network/technology configurations impact usage of our solutions

Client Responsibilities

- Complete system configuration homework or provide requested documents in the agreed upon time frame.
- Document district-specific processes and procedures for the business rules around the use of the product (Frontline requests but does not require that this documentation be made available to our support team)
- Establish User Roles and Permissions
- Ensure availability of resources to meet the agreed upon timelines
- Identify gaps from current processes
- Decision making regarding configuration and set up
- Attendance for status updates
- Work with Frontline to establish and implement Training Plan during implementation
- Provide a list of participants prior to the training

Frontline Responsibilities

The list below are responsibilities of Frontline regarding delivery of the TriState 504 solution.

- Provide data templates for all data to be imported and walk the client through the data template
- Provide Error files for data that does not import.
- Provide Agendas for meetings containing topics to be covered, objective of the meeting, and clear instructions on next steps.
- Respond to client inquiries and issues with either a response or a date by which the response will be provided.
- Provide Go Live checklists to verify readiness.





Assumptions

The sections below include items that will be considered for each implementation as we decide how to properly complete system setup. You do not need to bring all this information to the planning meeting, but we will start discussing it at that time.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates. Data must adhere to Frontline's file formatting and column requirements according to the templates and technical specifications provided during implementation.

The TriState 504 solution supports imports or integrations for the following data sets:

- Student Demographics and Enrollment
- Contact Demographics
- Faculty/Staff
- School Data

The district is responsible for working with their internal staff and IT team to populate the templates according to the technical specification document provided by Frontline and return them to the Implementation Consultant via secure FTP. If there are any issues or errors, Frontline will return the files to the district for correction. If an integration is available for the data set, the district is responsible for working with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.

Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

Training

The training sessions over the course of the implementation include the following trainings:

- Super User/System Configuration: One interactive session that will include training and in some cases user application of system management tools clients will be responsible for maintaining post-implementation.
- Standard User Training: Two sessions of up to three hours; interactive course designed to allow end users time to engage with the system while district-led trainers are present.

The Frontline Implementation Consultant will provide a Training Plan Template and work with the District Project team to build a training schedule.





Support After Go Live

From the beginning of the project, it is important that you determine how you will support district users and serve as the conduit to Frontline Education project staff. During the implementation you will provide support to your users and interact with the Frontline Implementation Consultant. After Go Live, your district will transition to Frontline Customer Support.

Schedule

On average, a typical TriState 504 project runs 10 weeks. Every client is unique, and timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specific requirements.



STATEMENT OF WORK



Special Education & Interventions

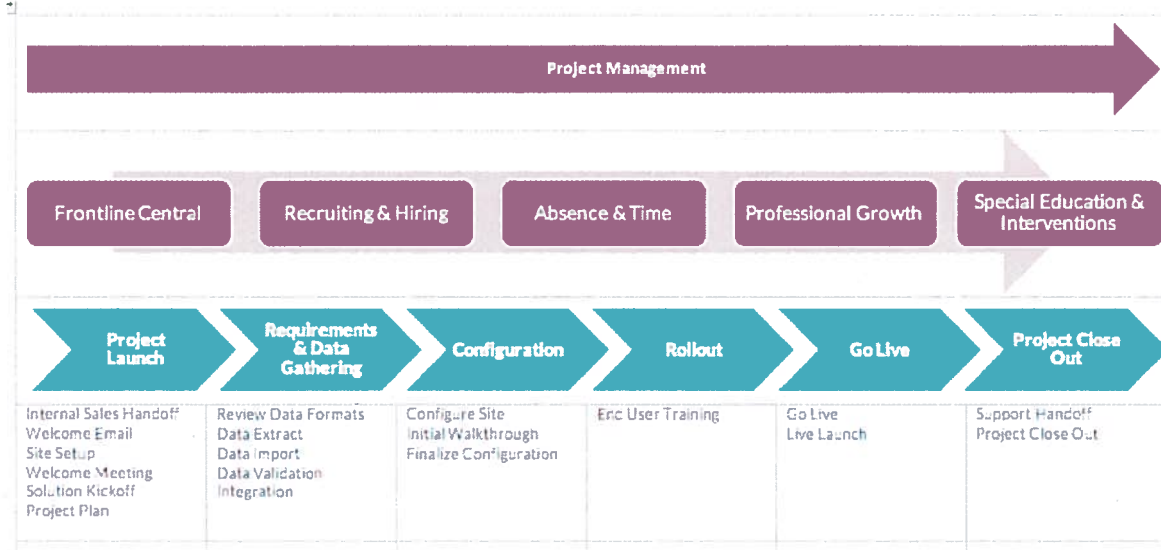
Standard Project Services

TriState



Introduction

Frontline Education provides a comprehensive methodology and expert resources to partner with your project team throughout the implementation.



Scope/Deliverables

Project Management & Training

- Project Kickoff Call
- Train-the-Trainer Model: instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Project Status Monitoring: periodic review of project progress to planned milestones throughout implementation
- Project Close Out

Configuration

System configuration is accomplished within the bounds of existing functionality through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start configuring the system.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates, where applicable. Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

- **Users Import**
 - Prepopulates the application with all user data and permissions.
 - Frontline will provide explanations of permission and role definitions.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
 - Credentials will be provided for distribution to users.





- This file must be completed and provided if any Data Migration is occurring.
- **Locations (Schools and Buildings) Import**
 - Prepopulates the application with all schools and their associated data.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
 - This file must be completed and provided if any Data Migration is occurring.
- **Student Demographic and Contact Data**
 - If you wish to pre-populate the system with student demographic information and are not setting up a nightly SIS integration, Frontline will provide templates for this data.
 - If a SIS Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to our secure FTP site nightly.
 - The district will be responsible for extracting the data from their SIS.
 - This data must be provided if any Data Migration is occurring.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite Training
- End User Training
- Configuration, Custom Reporting, or Integration services beyond those identified within this Statement of Work
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Special Education and Intervention implementation project runs about 10 – 12 weeks.

*Every client is unique, timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System Administrator: e.g. Special Education Director, Supervisor, Secretary etc.
- The "main" contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Create/edit/delete users
 - Configure system preferences





IT Department

- Will work with Frontline Education Integration and Implementation teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters. This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to and after data import.
- Client project team will attend training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing.

Acknowledgment:

Client/District: _____

Print Name: _____

Signed By: _____

Title: _____

Date: _____



Subject: Math Club

Club Advisor: Doreen Torrillo

Administrative Advisor: Kerri Lawler

Mission: To strengthen student's basic facts, reasoning ability, and math sense through the use of board games and competitions. Session 1 will start with 5th and 6th graders as a way to help students have the most impact on their middle school math experience. The enrollment for sessions two and three will be determined by the interest in the club which Ms. Torrillo will survey in each middle school class.

Skills addressed:

- Multiplication and Division facts
- Addition and Subtraction
- Decimal Place Value
- Integer facts
- Fraction operations
- Problem Solving
- Mathematical reasoning
- Applying strategies to bigger problems

Club Participation Guidelines:

- Applicants in grades 5-8 who meet the school's code of conduct will be accepted
- Session 1 will be dedicated to 5th and 6th graders only
- Future sessions will be open to other grades based on interest
- Students who have not participated in previous rounds will have priority
- Students who already participated will be allowed to join again if space permits
- Students will be expected to attend regularly. Repeated absences will result in removal from the club
- Students who do not meet the club expectations will be put on probation followed by removal if expectations are not continuously met

Maximum number of Club Members: 12 members per round

Interval: Three sessions. Each session will be 8 weeks.

Meeting day/times:

Wednesdays 3:15-4:15

Round 1: 9/27, 10/4, 10/11, 10/18, 10/25, 11/1, 11/15, 11/29,

Round 2: 12/13, 12/20, 1/3, 1/10, 1/17, 1/24, 1/31, 2/7

Round 3: 2/21, 2/28, 3/6, 3/13, 3/20, 3/27, 4/10, 4/17

Rate: \$40.50/hour (or contractual rate when new contract is established)

8 hours x \$40.50 = \$324 per session.



Andrea Sanchez <asanchez@beverlycityschool.org>

Fwd: Resignation

1 message

Elizabeth Giacobbe <egiacobbe@beverlycityschool.org>

Sat, Aug 12, 2023 at 9:06 AM

To: "asanchez@beverlycityschool.org" <asanchez@beverlycityschool.org>

Sincerely,
Elizabeth Giacobbe, Ed.D.
Superintendent
Beverly City School District

Begin forwarded message:

From: Karla Seise <kseise@beverlycityschool.org>
Date: August 11, 2023 at 2:40:40 PM EDT
To: Elizabeth Giacobbe <egiacobbe@beverlycityschool.org>
Subject: Resignation

Dear Dr. Giacobbe,

I'm writing you this letter, to notify you that I'm resigning from my position as a paraprofessional at Beverly City School. Effective immediately. I was offered an RBT position. With this opportunity I will pursue my career as an RBT. This was an extremely hard decision to make as I do love Beverly City, working with everyone. I'm extremely grateful for you giving me the opportunity to work at Beverly city. Please let me know if there's anything I can do during this time. Thank you.

SGO/SGP Teacher Evaluation and Scoring Files & Support: **Invoice:** August 4, 2023

Submitted to:

Beverly City School District
601 Bentley Avenue
Beverly, NJ 08010
(609) 387 2200

Fee for delivery of files and services to be rendered during the 2022-23 school

year. **Service Fee:** **\$3150**

Workshops: 2 @ \$150..... **\$300**

Grand total..... **\$3450**

Services Provided: Creating, updating, renewing and testing documents for use as **Teacher and Professional Staff Observation Forms, SGO calculating and data storage forms, and summative teacher rating calculating and NJ SMART data submission forms** that are linked to perform evaluation calculations for teachers for all of the various possible scoring weights indicated by NJ SMART. Provided with the forms are written instructions, training video. Forms will be shared through a Google Drive folder from mcconnellm6310@gmail.com created and provided to administration. Additional training materials for SGO scoring and setting preparedness groups are ongoingly available to teachers. Email and text message support will be ongoing throughout the year for teachers and administration. **Two separate one-hour teacher workshops (in person)** will be provided, the first for new teachers on August 31 from 1:00-2:00 and the second for all staff to be determined upon scheduling of faculty meetings when teachers will be available during their contractual time.

Modification in coding will be added to summative calculating cells to ensure the form will compute summative rating in extenuating circumstances in the event that all observations are not completed.

Total Amount Due: \$3450.00 (no sales tax as NJ Schools are tax exempt)

Make checks payable to Michael McConnell.

Remit to:

Michael McConnell
The Spreadsheet Lab Manual
16 Deer Park Circle
Blackwood, NJ 08012

Contact:

Email: mcconnellm6310@gmail.com
Phone: (856) 418-6065
Thank you for your continued support!
www.spreadsheetlabmanual.com



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Beverly City School District
Burlington County
Mentoring Plan
2023-2024

Beverly City School
601 Bentley Avenue

Board of Education Approved: 8-17-23

Table of Contents

	<u>Page</u>
Table of Contents	2
Section 1: Vision and Goals.....	3
Section 2: Mentor Selection.....	4
Section 3: Mentor Roles and Responsibilities.....	5
Components of Mentee Teacher Training – Mentoring Activities Checklist.....	6-7
Section 4 – Professional Learning Components of Mentors.....	8-9
Novice-Professional Teacher Mentoring Log.....	10
Needs Assessment Survey.....	11-13
Needs of Mentor Survey	
Needs of Mentee Survey	
Annual Evaluation Survey	
Section 5: District Implementation & Accountability.....	14-16
Mentoring Program Vision	
Mentoring Program Goals	
Section 6 – Professional Learning Components of Mentors.....	17
Guidelines for Selection of Mentors	
Application Process and Criteria for Selection of Mentors	
NJ Professional Learning Standards for Teachers.....	18-19
Section 7 – Professional Learning Components for Novice Teachers.....	19-20
Orientation for Teachers Procedure	
Section 8: Action Plan for Implementation.....	21
Section 9 and 10: Resources and Funding.....	22-24
Section 11: Program Evaluation.....	25-26

Section 1: Vision and Goals

A. Mentoring Program Vision

The purpose of the New Jersey Teacher Mentoring Program is to assist first-year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment. By implementing our district's mentoring plan we will reduce attrition of novice teachers. The mentoring program will improve the effectiveness of new teachers and will enhance teacher knowledge of, and strategies related to the New Jersey Student Learning Standards to facilitate student achievement and growth.

Definition of Novice Teacher-The definition of a novice teacher includes those teachers who are new to the profession and serving under a provisional certificate.

Experienced teachers new to a district must also receive individual 1-1 mentoring

All non-tenured first-year teachers must receive individualized support which is to be developed collaboratively with the supervisor and aligned with state standards and school district expectations for teacher effectiveness.

B. Mentoring Program Goals

1. Our goal at a minimum will enhance teacher knowledge of and strategies related to the standards in order to facilitate student achievement.
2. Identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching.
3. Assist mentee teachers in the performance of their duties and adjustment to the challenges of teaching.
4. To integrate the mentor program with the professional development program for the growth of the mentee teacher.
5. To ensure the New Jersey Professional Standards for Teachers and the elements of High Quality Professional Development guide for mentoring program.
6. To develop a school culture that fosters continuous improvement through structured interaction between the mentee teachers and mentors, administrators and veteran teachers.

Section 2: Mentor Selection

- A. Guidelines for Selection of Mentors - According to state regulations, the minimum criteria for selection of mentors are the following:
- The district board of education may select a certified teacher who has at least 3 years' experience with at least 2 years completed within previous 5 years. (Currently active)
 - The teacher is committed to the goals of the local mentor plan;
 - The teacher has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;
 - Mentor demonstrates a record of success in the classroom
Beginning in 2014-15, mentor has earned a summative rating of **Effective or Highly Effective** on most recent summative evaluation
 - In cases where summative evaluation is delayed, mentor has earned rating of Effective or higher on teacher practice instrument
 - The mentor may **not** serve as mentee's direct supervisor or conduct evaluations
 - The teacher is knowledgeable about the social and workplace norms of the district board of education and the community the district board of education serves;
 - The teacher is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;
 - The teacher agrees to complete a comprehensive mentor training program:
District makes provision for training
Training program curriculum must include, at minimum, training on the district's teacher evaluation rubric and practice instrument; the NJ Professional Standards for Teachers; the NJ Student Learning Standards; classroom observation skills; facilitating adult learning; and leading reflective conversations about practice

Payments:

Mentors must keep logs of contact time with mentees
Mentors submit logs to district office
Payment of mentors overseen by the district administrative office
Mentees may not pay mentors directly



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Section 3: Mentor Role and Responsibilities

A mentor must:

- Participate in one full school year of 1-1 mentoring from beginning of assignment, pro-rated for part-time teachers
- A mentor/mentee must meet at least once/week for the first 4 weeks of assignment for a teacher going through the traditional route.
- A mentor/mentee must meet at least once per week for the first 8 weeks of assignment for a teacher going through the alternate route.
- Mentor leads mentee in a guided self-assessment on district's teacher practice instrument
- Maintain confidentiality for all mentor-novice activities;
- Assist the novice teacher in adjusting to, and becoming familiar with, the school culture, policy, procedures, resources, and personnel;
- Document mentoring activities and time;
- Provide opportunities for the novice teacher to observe the mentor and other content experts;
- Observe the novice teachers during the school year to provide feedback, teaching tips, guidance on curricular issues, and suggestions for classroom management;
- (See attached Mentor Activities checklist)



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Components of Mentee Teacher Training – Mentoring Activities Checklist

AUGUST / SEPTEMBER

- ___ Welcome the novice teacher with a phone call prior to school.
- ___ Give the novice teacher a tour of the building and introduce staff members.
- ___ Review the Beverly City School Handbook.
- ___ Discuss the policies and social traditions of the school/district.
- ___ Show the novice teacher how to get necessary materials and books.
- ___ Review emergency procedures for the building.
- ___ Share building schedules.
- ___ Be accessible the first day and week.
- ___ Help the novice teacher set goals for the first week.
- ___ Discuss basic discipline policies for the school.
- ___ Review lesson plan procedures. Set up an online lesson plan account.
- ___ Help the novice teacher understand the phone and technology procedures.
- ___ Explain school/district forms.
- ___ Review grading/assessment procedures. Set up online grade book for grades 3-8.
- ___ Review evaluation and observation procedures.
- ___ Establish a regular routine for meetings with your novice teacher.
- ___ Write a brief note of support – share your own “starting out” stories.
- ___ Get the novice teacher ready for Back-To-School events.
- ___ Let the novice teacher know of upcoming professional learning opportunities.
- ___ Review holiday/birthday procedures.
- ___ Visit informally as the novice teaches a lesson.
- ___ Share professional development procedures.
- ___ Discuss how to call out sick and set up for a substitute.
- ___ Encourage parental communication.
- ___ Discuss special needs students.
- ___ Review faculty meeting procedures.
- ___ **Prepare for first teacher observation. Look over www.oncourse.com site for online teacher observations, prior to first observation.**
- ___ Discuss ideas for teacher’s Student Growth Objective for the school year.
- ___ **Discuss ideas/goals for teacher Professional Development Plan (PDP).**

OCTOBER / NOVEMBER

- ___ Review field trip procedures.
- ___ Review and discuss classroom and time management.
- ___ Explain how to make referrals (I & RS committee).
- ___ Set up a time for the novice teacher to visit your classroom.
- ___ Accentuate the positive and encourage reflection.
- ___ Save student work for conferences and students’ portfolios.

- ___ Discuss conferencing procedures using the online system.
- ___ Review progress reports.
- ___ Look at report card procedures and explain how to use the online reporting system.
- ___ Continue to look at effective classroom practices.
- ___ Share bulletin board and project ideas.
- ___ Be there on the good days and the bad.
- ___ Encourage attendance at the NJEA convention

DECEMBER / JANUARY

- ___ Discuss sensitivity to holidays.
- ___ Make sure the novice teacher is aware of any staff social get-togethers.
- ___ Review the fall's highlights – successes and challenges.
- ___ Share bad weather and school closing procedures.
- ___ Go to a professional learning activity together.
- ___ Share ideas for lesson plans immediately preceding a holiday.
- ___ Discuss pacing for lessons for the remainder of the school year.
- ___ Be encouraging.
- ___ Prepare for the next report card.

FEBRUARY / MARCH

- ___ Review any standardized testing procedures. Suggest materials to be used to prepare students.
- ___ Examine standardized available test specs. Use online resources to prepare for testing.
- ___ Review grade or department expectations for students.
- ___ Review additional observation and evaluation procedures.
- ___ Encourage your novice teacher to make special plans to celebrate spring break.
- ___ Discuss special classroom techniques (cooperative and flex groups).
- ___ Discuss reinforcing behavioral rules right before spring break.

APRIL/MAY/JUNE

- ___ Explain rehiring practices and contracts.
- ___ Discuss and help in crafting the Professional Development Plan.
- ___ Review end of the year procedures.
- ___ Take time to celebrate the year.
- ___ Offer tips for packing up the classroom.
- ___ Consider ideas for the last weeks of school that engage students in meaningful activities.
- ___ Review cumulative folder procedures.
- ___ Share end of the year celebration with students.

Section 4 – Professional Learning Components of Mentors

Professional Learning Opportunities

Professional support will be offered in a variety of forms to those teachers selected as mentors. An overview of the mentor's roles and responsibilities, as outlined below, will be completed by the superintendent in the summer prior to the mentor year. Beverly City School District may work cooperatively with other school districts in Burlington County to facilitate mentor training and support through professional development. In addition, a survey will be completed by the mentor teacher to further specify areas of need for training (see attached).

Mentor Training I

- School district's teaching evaluation rubric and practice instrument
- NJ Professional Standards for Teachers
- New Jersey Student Learning Standards
- Characteristics of an adult learner
- Maintaining accurate and timely log (see attached)

Mentor Training II

- Cohen's Mentor-Novice Relationship Model:
 1. Early phase: mentor and novice teacher work together to build trust and a comfort level;
 2. Middle phase: mentor gains knowledge about the goals and concerns of the novice teacher and begins to exchange information;
 3. Later phase: mentor explores interests and beliefs of the novice teacher to gain better insight into reasons for his/her decisions; and
 4. Last phase: mentor encourages novice teacher to become a reflective practitioner.
- Communication and Building Trust:
 1. Listen in ways that show you respect your novice teacher and that you value his/her ideas;
 2. Practice openness when sharing information;
 3. Speak authentically about your feelings;
 4. Explain what you understand and admit when you do not understand something;
 5. Explain why you shift the level of your support according to the situation;
 6. Follow through. Do what you say you will do;
 7. Continuously work at safeguarding confidentiality;
 8. Be open to feedback;
 9. Be truthful;
 10. Be consistent; and
 11. Be supportive publicly and privately (Zachary, 2000, pp. 123-124).

Mentor Training III

- Questioning and Conferencing Strategies
A mentor should employ many of the following questioning techniques:
 1. Questions should be open-ended;
 2. Questions should focus on the event or behavior and not the person;
 3. Questions should be probing; and
 4. Questions should be non-judgmental.

Reflective question stems could include:

1. What's another way you might...?
 2. What would it look like if...?
 3. What do you think would happen if...?
 4. What do you think...?
- (New Teacher Center @UCSC, 2004, p. 4)

Observation Model

Planning Conference (5-10 minutes)	<ul style="list-style-type: none"> • Set a specific date and time for a classroom visitation and follow-up conference • Agree upon what is to be observed • Determine where the mentor is to sit in the classroom • Discuss the lesson plan and what is to be learned • Specify any observation tools to be used
Classroom Visitation (20-50 minutes)	<ul style="list-style-type: none"> • Observe one or two teaching behaviors or strategies • Use any observation tools agreed upon prior to classroom visitation
Reflective Conference (10-30 minutes)	<ul style="list-style-type: none"> • Establish a trusting environment • Share any specific data collected • Engage in reflection of lesson • Discuss areas of focus for demonstration lessons or professional learning activities

- Conferencing Forms and Assessments - various forms and templates are available here:
http://www.nj.gov/education/profdev/mentor/toolkit/pdf/p140_168.pdf

Mentor Training IV

- Reflection: Mentor and Novice teachers should engage in continued reflection of goal attainment and effectiveness of existing relationship
 1. A clearly articulated goal related to a professional teaching standard;
 2. A developmental guide and support system based on continuous discussion and ongoing assessment;



Elizabeth C. Giacobbe, Ed.D.
Superintendent

3. Frequent use of self-assessment and reflection; and
 4. A shared accountability and responsibility for contribution to the mentor-novice teacher relationship (Moir, July 2003).
- Survey (see attached)

Survey – Novice Teacher - Needs Assessment Questionnaire for Novice Teachers

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

- A - Little or no need** for assistance in this area
- B - Some need** for assistance in this area
- C - Moderate need** for assistance in this area
- D - High need** for assistance in this area
- E - Very high need** for assistance in this area

- ___ 1. Finding out what is expected of me as a teacher
- ___ 2. Communicating with the principal
- ___ 3. Communicating with other teachers
- ___ 4. Communicating with parents
- ___ 5. Organizing and managing my classroom
- ___ 6. Maintaining student discipline
- ___ 7. Obtaining instructional resources and materials
- ___ 8. Planning for instruction
- ___ 9. Managing my time and work
- ___ 10. Diagnosing student needs
- ___ 11. Evaluating student progress
- ___ 12. Motivating students
- ___ 13. Assisting students with special needs
- ___ 14. Dealing with individual differences among students
- ___ 15. Understanding the curriculum
- ___ 16. Completing administrative paperwork
- ___ 17. Using a variety of teaching methods
- ___ 18. Facilitating group discussions
- ___ 19. Grouping for effective instruction
- ___ 20. Administering standardized achievement tests
- ___ 21. Understanding the school system's teacher evaluation process
- ___ 22. Understanding my legal rights and responsibilities as a teacher
- ___ 23. Dealing with stress
- ___ 24. Dealing with union-related issues
- ___ 25. Becoming aware of special services provided by the school district



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Part B. Please respond to the following items:

26. List any professional needs you have that are not addressed by the preceding items.

27. What additional types of support should the school district provide to you and to other novice teachers?

Survey: Mentors- Needs Assessment Questionnaire for Mentors

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

- A - Little or no need** for assistance in this area
- B - Some need** for assistance in this area
- C - Moderate need** for assistance in this area
- D - High need** for assistance in this area
- E - Very high need** for assistance in this area

- 1. Learning more about what is expected of me as a mentor.
- 2. Collecting classroom observation data
- 3. Diagnosing needs of my novice teacher
- 4. Interpersonal skills
- 5. Assisting my novice teacher with classroom management
- 6. Helping my novice teacher develop a variety of effective teaching strategies
- 7. Using principles of adult learning to facilitate the professional growth of my novice teacher
- 8. Socializing my novice teacher into the school culture
- 9. Helping my novice teacher maintain student discipline
- 10. Helping my novice teacher design a long-range professional development plan
- 11. Finding resources and materials for my novice teacher
- 12. Providing emotional support for my novice teacher
- 13. Co-teaching with my novice teacher
- 14. Managing my time and work
- 15. Problem-solving strategies
- 16. Helping my novice teacher motivate students
- 17. Helping my novice teacher diagnose student needs
- 18. Helping my novice teacher deal with individual differences among students
- 19. Helping my novice teacher evaluate student progress
- 20. Engaging in expert coaching of my novice teacher



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Part B. Please respond to the following items.

21. List any needs that you have as a mentor that are not addressed by the preceding items.

22. What additional types of support should the school district provide to you and to other mentors?

Mentor Teacher Program - Annual Evaluation of the Mentoring Process - Mentor Survey

Please complete the following survey. The results are not intended for evaluation of individual mentor teachers. Rather, your answers will be compiled to provide data for the improvement of the mentoring process in our district.

Directions: Please circle the appropriate rating.

I. How well did you orient your novice teacher to:

- | | | | | | |
|----|---------------------------------|--------------|----------|-------------|------------|
| A. | The building and staff? | A Great Deal | Somewhat | Very Little | Not at All |
| B. | The community? | A Great Deal | Somewhat | Very Little | Not at All |
| C. | School rules and policies? | A Great Deal | Somewhat | Very Little | Not at All |
| D. | Classroom rules & policies? | A Great Deal | Somewhat | Very Little | Not at All |
| E. | The nature & needs of students? | A Great Deal | Somewhat | Very Little | Not at All |
| F. | The content to be covered? | A Great Deal | Somewhat | Very Little | Not at All |

II. How regularly did you use the following to help your novice teacher grow:

- | | | | | | |
|----|---|--------------|----------|-------------|------------|
| A. | Lesson Planning? | A Great Deal | Somewhat | Very Little | Not at All |
| B. | Mutual goal-setting planning? | A Great Deal | Somewhat | Very Little | Not at All |
| C. | Scripting? | A Great Deal | Somewhat | Very Little | Not at All |
| D. | Other methods of observation and data collection? | A Great Deal | Somewhat | Very Little | Not at All |
| E. | Conferring? | A Great Deal | Somewhat | Very Little | Not at All |
| F. | Log-keeping? | Great Deal | Somewhat | Very Little | Not at All |
| G. | Self-evaluation? | A Great Deal | Somewhat | Very Little | Not at All |

III. How often did you discuss the following with your novice teacher?

- | | | | | | |
|----|---------------------------|--------------|----------|-------------|------------|
| A. | Your principal? | A Great Deal | Somewhat | Very Little | Not at All |
| B. | How to teach and why? | A Great Deal | Somewhat | Very Little | Not at All |
| C. | How to evaluate & assess? | A Great Deal | Somewhat | Very Little | Not at All |

IV. How often did you help your novice teacher to develop effective professional relationship with:

A.	Your principal?	A Great Deal	Somewhat	Very Little	Not at All
B.	Your supervisor?	A Great Deal	Somewhat	Very Little	Not at All
C.	Other faculty?	A Great Deal	Somewhat	Very Little	Not at All
D.	College supervisor?	A Great Deal	Somewhat	Very Little	Not at All

V. Would you want to serve as a mentor to another professional teacher?

VI. Comments:

Section 5: District Implementation & Accountability

School Leader Role: School leaders must understand and be prepared to assume responsibilities for supporting novice teachers. The knowledge, attitudes, and actions of school leaders are critical in setting the stage for the novice teacher's success. School leaders are instrumental in providing the structure for intense support and assessment activities to create a positive climate.

State regulations require school leaders to:

- Create the District Mentor Plan and submit to the district board for fiscal impacts
- Submit Statement of Assurance to County Office
- Keep a copy of the plan in the district and review it annually
- Submit Statement of assurance annually
- Share the plan with the School Improvement Panel who oversees implementation at school level
- Inform the novice teacher about the mentoring program and the New Jersey Provisional Program.
- Select mentors based on criteria.
- Match mentor and novice teacher considering years of experience, teaching assignments, proximity and personalities.
- Contribute to the program evaluation.
- Provide comprehensive orientation to district policies and procedures
- For experienced teachers new to the district, administrators will help create a new PDP within 30 days



Elizabeth C. Giacobbe, Ed.D.
Superintendent

The Teacher Application and Assignment Form

Part A. Mentor Teacher Application

I am interested in being considered for the position of a mentor teacher in the district's mentoring for quality induction program. I understand that the role of a mentor is critical to the success of a novice teacher and ultimately a key to student performance.

Name: _____

1. What specific personal and professional qualities would you bring to mentoring a novice teacher?
2. How are you keeping current with your own professional development? What steps are you taking to be up to date on issues of curriculum and assessment?
3. What do you hope to gain by becoming a mentor?

Signature: _____

Date: _____

Part B. For Office Use Only

Local Professional Development Committee's (LPDS) comments:

School: _____

Principal's Name: _____

I have selected (name of mentor) _____

who currently holds the position of (subject/grade level) _____

to serve as a mentor teacher to (name of novice teacher) _____

who has been appointed to the position of (subject/grade level) _____

Principal's Signature: _____

Date: _____

Mentor Teacher/Novice Teacher Contract

The mentoring contract brings together the mentor, the novice teacher, and the principal and spells out each person's responsibilities. When each person's responsibilities are faithfully discharged, children's education will be substantially enhanced. In addition, the experienced professionals, the mentor and the principal, make it clear that the novice teacher is a colleague, and that collegial relationship strengthens the education of the novice teacher's students.

The mentor and the novice teacher hereby agree:

- To develop a professional and collegial working relationship by discussion of expectations and by arriving at a mutual understanding about how to work together effectively.
- To keep all shared information and discussions confidential.

The mentor hereby agree:

- To review the background of the novice teacher to provide the type and amount of support indicated by this background.
- To attend the novice teacher's classes regularly and provide the novice teacher with feedback, coaching, and support.
- To be available for informal support and consultation.

The novice teacher hereby agrees:

- To observe the mentor's teaching, as well as the teaching of other experienced professionals.
- To work on following the suggestions which the mentor makes.
- To seek out the mentor for answers to questions that may arise.

The principal hereby agrees:

- To observe and evaluate the novice teacher.
- To provide support to both the mentor and the novice teacher.
- Not to solicit evaluative comments from the mentor regarding the novice teacher.
- To allow the mentor up to five periods of release time to observe the novice teacher, if needed.

All the signers agree:

- To follow all New Jersey regulations for mentoring aligned with the NJ Professional Standards for Teachers as outline in the district mentoring for quality induction program.

Mentor

Date



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Novice Teacher

Date

Principal

Date

Section 6 – Professional Learning Components of Mentors

A. List of Professional Learning Opportunities

Professional support will be provided in a variety of forms to those teachers selected as mentors. An overview of the mentor's roles and responsibilities, as outlined below, will be completed by the superintendent in the summer prior to the mentor year. In addition, a survey will be completed by the mentor teacher to further specify areas of need for training (see attached).

Mentor Training I (Summer and September training)

- Understanding the Regulations and State Guidelines
- Roles and Responsibilities of the Mentor
- Roles and Responsibilities of the Novice Teacher
- Roles and Responsibilities of the School Leader
- District Mentoring Plan
- Demographics and Needs of the New Teacher
- Adult Learning Theory

Beverly City School District will work cooperatively with other school districts in Burlington County to facilitate mentor training and support through professional development. This will be done as follows:

Mentor Training II (October and November)

- Communication and Listening Skills (journaling and dialogue)
- Confidentiality Issues
- Case Studies of New Teachers: Common Problems
- Conferencing Skills
- Observation

Mentor Training III (January and February)

- A Peer Coaching Model
- Observation Models

Mentor Training IV (March and April)

(This module is done with the Mentor and Novice Teacher working as a team.)

- Designing an Effective Professional Growth Plan That Enhances an Individual's Professional Growth



Elizabeth C. Giacobbe, Ed.D.
Superintendent

- Professional Development Strategies (action research, study groups, etc.)

B. Explanation of how the plan aligns with NJ Professional Standards for teachers
Professional Development for mentor teachers in aligned to New Jersey Professional Standards for Teachers and is evidenced by the completion of the professional standard checklist.

New Jersey Professional Standards for Teachers

All professional learning opportunities must be aligned with and support the New Jersey Professional Standards for Teacher Alignment with InTASC as referenced in *N.J.A.C. 6A:9-3*. The Professional Standards for Teachers (and indicators) are also available at <http://www.state.nj.us/education/profdev/profstand/teacherstandardscrosswalk.pdf>

1. Standard One: Learner Development

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

2. Standard Two: Learning Differences

The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

3. Standard Three: Learning Environments

The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.

4. Standard Four: Content Knowledge

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches, particularly as they relate to the Common Core Standards and the New Jersey Core Curriculum Content Standards and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

5. Standard Five: Application Of Content

The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

6. Standard Six: Assessment

The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

7. Standard Seven: Planning for Instruction

The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

8. Standard Eight: Instructional Strategies

The teacher understands and uses a variety of instructional strategies to encourage learners to



Elizabeth C. Giacobbe, Ed.D.
Superintendent

develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

9. Standard Nine: Professional Learning

[Note: InTASC Standard Nine is titled Professional Learning and Ethical Practice. The Ethical

Practice component of this standard was moved to create a separate NJ Standard 11: Ethical Practice and all the InTASC Std 9 items addressing ethical practice were moved to NJ Std 11.]

The teacher engages in ongoing individual and collaborative professional learning designed to impact practice in ways that lead to improved learning for each student, using evidence of student achievement, action research and best practice to expand a repertoire of skills, strategies, materials, assessments and ideas to increase student learning.

10. Standard Ten: Leadership and Collaboration

The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

11. Standard Eleven: Ethical Practice

Teachers shall act in accordance with legal and ethical responsibilities and shall use integrity and fairness to promote the success of all students. (2004 NJ Std 11: Professional Responsibility stem text)

Section 7 – Professional Learning Components for Novice Teachers

A. List of Professional Learning Opportunities

Novice teachers will participate in Beverly City School District New Teacher Orientation prior to their start date. This orientation will include introduction to the district and explanation of the mentoring program. The professional development of the novice teacher will focus on the professional development standards as listed below.

State regulations for mentoring require that all novice teachers acquire the knowledge, dispositions, and performances defined in the New Jersey Professional Standards for Teachers, which describe what all teachers should know and be able to do.

1. Learner Development
2. Learning differences
3. Learning Environments
4. Content Knowledge
5. Application of Content
6. Assessment
7. Planning for Instruction
8. Instructional Strategies
9. Professional Learning
10. Leadership and Collaboration
11. Ethical Practice

Activities will focus on:

- Promoting reflection of the impact of teacher effectiveness on student learning;
- Facilitating formation of professional goals to improve teaching practices; and
- Monitoring and assessing progress toward professional goals and continuous improvement in teaching practice.

B. Explanation of how the plan aligns with NJ Professional Standards for teachers

Professional Development for novice teachers is aligned to NJ Professional Standards for Teachers

and is evidenced by the completion of the professional standard checklist.

- C. New Jersey Professional Standards for Teachers
Orientation to School Procedures

Components of Novice Teacher Training –

DISTRICT NEW TEACHER ORIENTATION PROFESSIONAL DEVELOPMENT

- Will take place before school starts with District Administrator(s)
- District policies and procedures will be explained
- District Evaluation Process will be explained
- Rubrics will be distributed

Orientation to School Procedures with Mentor

1. Suggestions for the first day and week with students
2. Attendance procedure, roll book, and using OnCourse for lesson plans
3. Examples of room arrangements and bulletin boards
4. Reading groups and other small-group practices and suggestions
5. Office referral forms for nurse, discipline, parent pick-up, etc.
6. Suggestions for classroom management
7. Answering questions from parents or the press
8. Communicating with parents/caregivers
9. Setting up the classroom
10. Procedures for handling textbooks and other materials
11. Special Education, especially regarding inclusion
12. Faculty and student handbooks
13. Health-alert list



Elizabeth C. Giacobbe, Ed.D.
Superintendent

14. Back-to-School Night/Open House
15. Parent conferences and communication log
16. Emergency exits and areas to bring students for fire drills, etc.
17. Field trip guidelines and procedures
18. Student records and confidentiality
19. Grading using Genesis, interim, and report card procedures and dates
20. Using new or unapproved curriculum materials and controversial topics



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Section 8: Action Plan for Implementation

1. The SCIP/DEAC will submit the District Teacher Mentor Plan to the Board of Education in accordance with the established timeline.
2. Upon acceptance by the Board of Education, the mentor plan will be submitted to the County Office of Education in accordance with the established timeline.
3. Upon selection by the Principal, and approval by the Superintendent, mentors will attend initial training.
4. When scheduling for the next school year, the administration will consider coordinating common preparation time for novice teachers and their mentors.
5. Mentors, as well as novice teachers, will attend an orientation session prior to the beginning of the school year.
6. During the school year, professional training and learning will be available to mentors.
7. A contingency plan will be provided in the event that problems arise in the relationship between a mentor and novice teacher or that the relationship is unable to continue.
8. The mentor-novice teacher relationship is not intended (or designed) to be used as an evaluative process for any purpose related to personnel evaluation.
9. The SCIP/DEAC will review the effectiveness of the mentor plan with an input from mentors, novice teachers, supervisors, and administration prior to the submission of the QSAC.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Section 9: Resource Options Used

Beverly City School District will utilize all available resources to support the effective training of the novice teacher. Release time will be made available to allow collaborative time between the mentee and mentor teacher.

- Professional development opportunities for the mentee as outlined in the Professional Development Plan submitted by Beverly City School District each school year.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Section 10: Funding Resources

At this time there are no State funds, designated for the mentoring program, to use to offset the cost of the implementation of the mentoring program. Local funds will be budgeted for Professional Development, release time, substitutes, and summer work for teachers.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Section 11: Program Evaluation

The Beverly City School District includes an evaluation of the implementation of the mentoring program and the impact of this plan. The results of the evaluation have been reported annually to the Board of Education and will be part of QSAC. The School Improvement Committee (SCIP) school leaders (principal) and the DEAC are to be included in the mentor program evaluation. The mentoring program evaluations will include data collection, analysis and interpretation which will be used for continual improvement.

Indicators that will be focused on to determine the impact of the Mentor Plan include:

1. Retention rate and success of novice teachers;
2. Frequency of collaboration, use of effective teaching practices aligned with the New Jersey Professional Standards for Teachers;
3. Increase in student performance aligned with NJ Student Learning Standards.
4. Align the three required formative and summative evaluations of the novice provisional teacher with required observations through Achieve NJ.
5. Statement of Assurance to the Department that the district is meeting the requirements for the mentoring program



Elizabeth C. Giacobbe, Ed.D.
Superintendent

NEW JERSEY DEPARTMENT OF EDUCATION DISTRICT MENTORING PLAN STATEMENT OF ASSURANCE

This mentoring plan will be in effect during the school year beginning September 1, 2022.

The district mentoring plan has been developed in accordance with all mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including, but not limited to, the following:

- X All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures.
- X All non-tenured teachers in their first year of employment receive individualized supports and activities.
- X All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) have a one-one mentor upon beginning their contracted teaching assignment.
- X All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) participate in a one-year mentoring program.
- X Each mentor teacher holds a teacher certification, has at least three years of experience and has taught full-time for at least two years within the last five years.
- X The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.
- X Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
- X Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument,* the N.J. Professional Standards for Teachers, the New Jersey Student Learning Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.
- X The district mentoring plan has been submitted to the district board of education for of fiscal impact.
- X The district mentoring plan has been shared with each school improvement panel.
- X Mentoring time is logged and mentor payments are handled through the district office.

By signing below, you are attesting to the accuracy of this document.

Signature, Chief School Administrator

Elizabeth Giacobbe, Ed.D.
Printed Name

Beverly City School District
District Name

Date



Elizabeth C. Giacobbe, Ed.D.
Superintendent

**NEW JERSEY DEPARTMENT OF EDUCATION DISTRICT MENTORING PLAN
STATEMENT OF ASSURANCE**

Please complete and return this two-page form to the County Office of Education by July 1 for the school year beginning the following September.

SCHOOL DISTRICT Beverly City

COUNTY Burlington

ADDRESS 601 Bentley Avenue

CITY/TOWN Beverly City ZIP 08010

CHIEF SCHOOL ADMINISTRATOR Elizabeth C. Giacobbe

PHONE 609-387-2200 E-MAIL egiacobbe@beverlycityschool.org

Beverly City School District Professional Development Plan (PDP)

District Name	Superintendent Name	Plan Begin/End Dates
Beverly City School District	Elizabeth C. Giacobbe, Ed.D.	July 1, 2023 – June 30, 2024

1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	Build capacity of all teachers in aligning their lesson plans, assessments and instruction with the New Jersey Student Learning Standards (NJSLS) and best practices.	All teachers Pre-K – 8.	Improving alignment of instruction to standards is a priority goal in both the district and school improvement plans. Utilize the Curriculum Coordinator to support administrators and teachers in reviewing and implementing the NJSLS and engaging classroom practices. Review of standardized test scores reveals the need for targeted skill building and aligning instruction to standards.
2	During the 2023-2024 school years, Director of Curriculum will facilitate curriculum writing and application. By working in concert with the leadership team, meaningful, sustained and job-embedded professional learning will be crafted to assist teachers in applying and implementing the NJ Student Learning Standards in their daily practice.	Teachers and principals/supervisors.	Our goal is to support our teaching staff through sustained and meaningful professional learning opportunities. Teacher participation in PLC, Teacher Academies, grade level meetings, etc.
3	Safety and Security. We will continue to expand on our preparation, training, programming and facilities to ensure a safe and secure environment for all students, staff and visitors. Our primary goal and responsibility is to ensure we are fully prepared to effectively respond to all emergencies that may affect the safety of students and staff.	Teachers and administration. Security officer and technology specialist.	School safety remains our primary goal in supporting a safe, positive and productive learning environment. Updated School Safety and Security Plan.

2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	<p>Administration and teachers will provide training for all teachers in unpacking and aligning content standards.</p> <p>All teachers will unpack the NJSLs with assistance of the Curriculum Coordinator, Administration and colleagues.</p> <p>All teachers will align instructional units to the NJSLs using current best practices and differentiated strategies.</p>	<p>Teachers will invite “critical friends” (e.g., Director of C&I, coach, colleague, supervisor) to analyze their aligned instructional units.</p> <p>In collaborative teams, teachers will create common assessments that align with NJSLs.</p> <p>Teachers will implement aligned lessons and assessments and continually refine them in their respective teams.</p> <p>Administrators will continue to support teachers in the application of learning to practice.</p>
2	<p>Teachers and administrators will work collaboratively to engage in exercises that will support teacher growth, enhanced professional practice and improve student achievement.</p> <p>Administrators will participate in district-sponsored training on supporting teacher’s development.</p>	<p>Teachers and school-based collaborative teams will reflect on examples of exemplary practice in PLC, Teacher Academies and grade level meetings.</p> <p>The district curriculum is a living document that will be updated on a continuous basis as our instructional resources and pedagogy changes.</p>
3	<p>School Safety Specialist Training – Superintendent of Schools (on going).</p> <p>Principals will provide teachers and students with a review of emergency drills and procedures.</p> <p>Security Drill completion - September</p>	<p>Superintendent will share training content with administrative team. This will be turnkey trained to staff and students.</p> <p>Administrators will gather feedback from staff and SRO on drills.</p> <p>Implementation of additional/expanded safety measures as appropriate.</p> <p>Completion of school security grant projects.</p>

3: PD Required by Statute or Regulation

State-mandated PD Activities

Online: Sexual Harassment, Blood Borne Pathogens, Student Medical Emergencies, Student Privacy Rights, Bullying Prevention (HIB), Suicide Prevention, Drug/Alcohol Prevention, and Evaluation Training.

In District Training: Bullying Prevention, Child Abuse Prevention, School Safety and Security Training, A.E.D./Emergency Response Team/Janet’s Law Training, and Restraint Training.

4: Resources and Justification

Resources

To meet the professional development needs of the districts’ teachers and administrators per this plan, the initial recommendation is to allocate district funds for this purpose. The allocation will come from a combination of state and federal funds and will be adjusted if necessary, pending board approval. This amount covers costs for external providers/consultants, materials, technology resources, travel expenses, subscriptions to online resources, and staff stipends. The plan controls expenses by relying largely on in-district expertise to provide the specified activities. Professional learning activities involving work by collaborative teams will be implemented through the team/committee structures and procedures in place at each school.

Justification

High quality professional learning experiences are necessary to support these initiatives and improve educators’ practice. Emphasis will be placed on promoting teachers and administrators as reflective practitioners, support for the participation in quality PD, and effective data use to drive instruction at the student, class, school, and district levels.

Signature: _____ **August 18, 2023** _____
Superintendent Signature **Date**

2023–2024



Student/Family Handbook

ACADEMIC/BEHAVIORAL ELIGIBILITY STANDARDS

All students will begin each school year with a fresh start. The first report that may affect a student's eligibility will be First Marking Period Interim/Progress Reports.

Probation

- A student is considered on probation if they have one or more markings of D+, D, and/or D- on an interim report or report card in ANY subject.
- The student's subject area teachers; as well as, their extra-curricular activity advisors will notify the student and parent/guardian of their academic standing.
- The student will remain eligible for extra-curricular activities and privileges (dances, trips, etc.) while on probation.

Ineligible

- A student is considered ineligible if they have any marking of F on an interim report or report card. A student is also considered ineligible if they have any grades of D+, D, and/or D- that have remained the same or decreased from one interim report or report cards to the next given report.
- The student's subject area teachers; as well as, their extra-curricular activity advisors will notify the student and parent/guardian of their academic standing.
- The student will remain ineligible for extra-curricular activities and privileges (dances, trips, etc.) while ineligible until the next formal report.

ARRIVAL/DISMISSAL

ARRIVAL - NO supervision of students will be provided prior to 8:00 AM. Students should NOT be dropped off earlier than 8:00 AM and no later than 8:15 AM.

Students arriving after 8:20 AM will be considered tardy and must report to the main office.

DISMISSAL – Students will be dismissed out of their designated locations between 2:50 and 3:00 PM. Students in lower grades will only be released to a parent/guardian. Each year parents are asked to complete a Student Emergency Card. This affords a parent/guardian to identify other appropriate adults who the child is allowed to be released to. These people should be prepared to show photo identification. If, at any time during the year, a new individual arrives to pick up a child and is not identified on the emergency form, the child will not be released without verbal permission from the legal parent/guardian. If you are sending someone to pick up your child, please contact the main office to grant your verbal permission. They will need to show photo identification upon their arrival to the main office. We appreciate your patience and understanding as we ensure your child's safety.

BELL SCHEDULE

<u>PERIOD</u>	<u>TIME (FULL DAY)</u>	<u>EARLY DISMISSAL</u>	<u>DELAYED OPENING</u>
FACULTY ARRIVAL	7:55 AM	7:55 AM	9:55 AM
ARRIVAL	8:00 AM - 8:15 AM	8:00 AM - 8:15 AM	10:00 AM – 10:15 AM
HOMEROOM	8:15 AM – 8:25 AM	8:15 AM – 8:20 AM	10:15 AM – 10:20 AM
PERIOD 1	8:28 AM – 9:14 AM	8:23 AM – 8:51 AM	10:23 AM – 10:55AM
PERIOD 2	9:17 AM – 10:03 AM	8:54 AM – 9:22 AM	10:58 AM – 11:30 AM
PERIOD 3	10:06 AM – 10:52 AM	9:25 AM – 9:53 AM	11:33 AM – 12:05 AM

PERIOD 4 (LUNCH: Pre-K (in Classrooms), K, 1 st , 2 nd)	10:55 AM – 11:41 AM	9:56 AM – 10:24 AM	12:08 AM – 12:40 PM
PERIOD 5 (LUNCH: 3 rd , 4 th , 5 th)	11:44 AM – 12:30 PM	10:27 AM – 10:55 AM	12:43 PM – 1:15 PM
PERIOD 6 (LUNCH: 6 th , 7 th , 8 th)	12:33 PM – 1:19 PM	10:58 AM – 11:26 AM	1:18 PM – 1:50 PM
PERIOD 7	1:22 PM – 2:08 PM	11:29 AM – 11:57 AM	1:53 PM – 2:25 PM
PERIOD 8	2:11 PM – 3:00 PM	12:00 PM – 12:28 PM	2:28 PM – 3:00 PM
STUDENT DISMISSAL (Pre-K - 8)	3:00 PM	12:30 PM	3:00 PM
TEACHER DISMISSAL	3:15 PM	TBD	3:15 PM

AFFIRMATIVE ACTION

The New Jersey Constitution and implementing legislation guarantees each child in the public-school equal opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social economic status.

The Board of Education affirms that every student should be given an equal opportunity to enjoy the benefits and privileges of full participation in all aspects of school life. All persons regardless of race, color, creed, religion, gender, or national origin shall have equal access to all categories of employment of the educational system of New Jersey. All concerns or allegations of denial of equal opportunity or for further information about our Policy and our grievance procedures, please contact the District Affirmative Action Officer: Dr. Elizabeth C. Giacobbe.

ASSEMBLIES/SPECIAL PROGRAMS

Assemblies and other special events are a privilege. Attendance at special programs may be denied to students for inappropriate behavior or to those who have incomplete assignments. This is at the discretion of administration.

ATTENDANCE

Recent changes to our attendance policy reflect those outlined in New Jersey State Law (N.J.S.A. 18A:38-7) which are now in effect for all NJ public schools.

Parents are responsible to ensure that the student attends school regularly and on time.

REQUIREMENTS FOR PRESENCE IN SCHOOL

A student will be considered present he/she has been present at least four hours during the school day. A student not present in school because of his/her participation in an approved school activity, such as a field trip, will be considered to be in attendance.

NOTIFICATION OF ABSENCE

Parents are expected to notify the school of the student's daily absence or of future or anticipated absences by calling the school office prior to the start of the school day (609-387-2200 press #1). The message on the attendance line should include:

- First and last name of the student and spelling
- Grade/Teacher

- Your relationship to student
- Date/s of absence
- Date of return

RE-ADMISSION TO SCHOOL AFTER ABSENCE

A student returning from an absence of any length **must present to the school a written statement, dated and signed by the parent or legal guardian, of the reasons for the absence.**

A note explaining a student's absence for non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness.

A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.

DEFINITIONS

An "excused absence" is defined as a student's absence from school for a full day or a portion of a day for one or more of the following reasons (please note, an excused absence still counts as an absence on the child's record, regardless of the reason):

EXCUSED ABSENCES

- A. College Visits with verification from educational institution
- B. Take Your Child to Work Day
- C. Veteran's Day
- D. Transportation issues for Displaced/Homeless Students
- E. Religious holidays recognized by the State Department of Education

"Truancy" is defined as a student's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- a. Leaves school at lunch time without a pass,
- b. Leaves school without permission when school is still in session,
- c. Leaves class because of illness and does not report to the school nurse as directed, or
- d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

An unexcused absence is a pupil's absence for all or part of a school day for any reason other than those listed. Absence is expressly not excused for any of the following purposes. This list is intended to be illustrative and is not inclusive:

- a. Employment other than school-approved work assignments
- b. Family travel
- c. Performance of household or baby-sitting duties

INSTRUCTION and MISSED WORK

Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an excused absence of three or more school days duration. The parent or legal guardian must request such home assignments. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test. A pupil who anticipates an excused absence due

to illness of more than two school week duration may be eligible for home instruction in accordance with Policy No. 2412

MANDATED SCHOOL DISTRICT RESPONSE TO UNEXCUSED ABSENCES

If a principal has a concern regarding a student's absences, the Principal will promptly write a letter to the student's parents or guardians expressing the concerns and parents' or guardians' obligations in the law to ensure regular attendance. A copy of this letter will be sent to the district's attendance officer who may file the "five day notices". The Principal will monitor the student's attendance and report problems to the district attendance officer who will take appropriate action to ensure attendance.

If a student accumulates ten absences, excluding documented long-term illness, the Principal will send a letter to the parents or guardians expressing concerns about the absences and their impact on student learning, including potential retention in grade. A copy of the letter will be forwarded to the attendance officer. This procedure will repeat if the student accumulates fifteen absences.

FOUR (4) UNEXCUSDED ABSENCES

For up to four cumulative unexcused absences, the Building Principal or designee shall:

- a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
- b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
- c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

FIVE (5) TO NINE (9) UNEXCUSED ABSENCES

For between five and nine cumulative unexcused absences, the Building Principal or designee shall complete all stages as outlined above including evaluation of the action plan, a revision of the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

- a. Refer or consult with building Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- b. Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
- c. Consider an alternate educational placement;
- d. Make a referral to a community-based social and health provider agency or other community resource;
- e. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
- f. Proceed in accordance with the provisions of N.J.S.A. 9:6 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected; and
- g. Cooperate with law enforcement and other authorities and agencies, as appropriate.

TEN (10) UNEXCUSED ABSENCES

For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is **truant**, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

- a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
- c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
- d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal status, as required.

SPECIAL EDUCATION STUDENTS

For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. &1400 et. seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. &&794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

TARDY STUDENTS

A student is considered tardy, regardless of the reason, if s/he arrives after 8:20 AM.

BREAKFAST AND LUNCH PROGRAMS

The school offers a breakfast and lunch program, but it is no longer free for all students. The State of New Jersey informed Beverly City School District that we are no longer eligible to offer free breakfast and lunch for all students for the 2023-2024 school year. This change means that all students must submit a meal application and meet the household income levels to receive free meals starting in September 2023. If you do not meet the household income levels, you will have to pay for your school meals. The meal prices for the 2023-2024 school are:

Breakfast = \$2.00

Lunch = \$3.00

Students may bring lunch from home (it may not contain any peanut or tree nut product) or receive a lunch in our school cafeteria. Monthly menus are available on our website. Parents should review the school menu with their children.

Students are supervised during lunch periods. Staff is on duty in the lunchroom and on the playground.

- **Cafeteria / Playground Guidelines**

Lunchtime is not only a time when students eat their lunch, but they are also afforded opportunities for social interaction with their peers. Students are expected to follow the guidelines below when in the cafeteria and on the playground.

- Students will use inside voices.

- Students will sit alphabetically with their class and remain seated throughout the lunch period.
- Once seated, students will eat their lunches. Students will not be permitted to participate in other activities such as outside play until their lunch is finished. Food is not allowed on the playground.
- Students will ask permission from a lunchroom assistant before leaving the cafeteria for any reason.
- Students will be permitted outside after eating lunch only if dressed appropriately for the weather.
- Glass bottles are not permitted in the cafeteria.
- Students are responsible for disposing of their own trash and clearing their immediate area on and around the table.
- On the playground, students must go up the ladder and down the slide.
- Students may not jump off playground equipment.
- When the whistle is sounded, children should stop playing and line-up as quickly as possible.
- When re-entering the building, the students should maintain quiet.

BEVERLY SCHOOL DISCIPLINE POLICY

Pupil Discipline/Code of Conduct

The Beverly City Board of Education believes that an effective instructional program requires an orderly school environment. The Beverly City School District is a small institution. It must accommodate pupils in grades Pre-Kindergarten to eight and prepare them for each level of learning. Therefore, clear expectations have been formulated especially for the conduct of all pupils at Beverly City School.

Further explanation is listed in the Code of Conduct which can be found in Appendix B.

Pupil Right to Due Process

Pupils shall not be deprived of their rights to an education in the Beverly City School District without notice of the charges against them and an opportunity to be heard on their behalf before the person or body with the authority to reinstate them. Each pupil shall be afforded the opportunity of an informal hearing before suspension from school, or if circumstances prohibit, as soon as possible after the suspension.

Administrators shall observe the following rights of due process before a pupil is suspended:

Informal Hearing before the Principal or His/Her Designee

1. Explain to the pupil orally the offense of which he/she is accused.
2. Provide the pupil with an opportunity to be heard and convey other information he/she thinks is relevant.
3. Advise the parent(s) or legal guardian(s) of the pupil.
4. Provide the parent(s) or legal guardian(s) with an opportunity to consult with the principal or his/her designee.

In addition to the foregoing, if the offense is of a more serious nature, the Principal/Superintendent will make a concerted effort to notify the parent(s) or legal guardian(s) and provide them with an opportunity to be present at the informal hearing or otherwise consult with the principal or his/her designee.

Students are expected to:

- Know and exercise self-control, positive behavior and good manners.
- Accept responsibility for their actions.
- Respect the rights of others including the right to an education.

Parent(s)/Guardian(s) are expected to:

- Work collaboratively with the school to ensure academic success for their child.
- Demonstrate and model positive behavior and manners.
- Insist on his/her child's regular and punctual attendance to school.
- Exercise respect during all interactions with staff, students, and members of the community.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support for their child.
- Adhere to all policies and procedures of the district.

General Notes

The administration may apply other appropriate discipline beyond consequences described in this policy for good cause. Consequences may include but are not limited to: teacher detention; general detention; lunchroom detention or in/out of school suspension; community services; parent contact; parent presence at school. Parent(s) or legal guardian(s) will be notified through writing, telephone, or emergency contact as appropriate. An administrator has the discretion to revoke privileges afforded to the students for those students who are not compliant with classroom rules, school rules, code of conduct, New Jersey Administrative Code, and Beverly Board of Education Policies and Procedures. This list is not all encompassing. Eighth grade students run the risk of losing all eighth-grade privileges, for violation of any of the abovementioned, which include, but are not necessarily limited to: promotion exercises, dinner/dance, culminating trips, etc.

In the case of a suspension, an in-person parent conference is mandatory for a child to be readmitted to school. In the case of chronic misbehavior, such as on the playground, parent attendance may be requested.

A Bystander is a person who observes a conflict or unacceptable behavior. It might be something serious or minor, one-time or repeated, but the Bystander knows that the behavior is destructive or likely to make a bad situation worse. A Bystander may be subject to disciplinary action at the discretion of the administration.

An **active bystander** takes steps that can make a difference.

First, an active bystander assesses a situation to determine what kind of help, if any might be appropriate. Second, an active bystander evaluates options and chooses a strategy for responding.

Why does a bystander's response matter?

It matters to the person who is or may be harmed in the situation. It indicates to both the offending person and the potentially offended person where the larger community stands.

- If one person does something to another that contravenes community norms or values, such as making a racist remark, and a bystander ignores it, then the offending person may think that such behavior is actually acceptable.
- The offended or harmed person may think that nothing can be done and that s/he will just have to live with such behavior.
- "If a norm is deeply held, its violation should provoke reactions. What sense can we make, then, of the silence of bystanders?"

Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV(A)IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.

DRESS CODE

School Uniform

The Beverly School District is committed to enhancing and providing a safe and secure learning environment for all students. As a result of research, the Policy Committee and the Beverly City Board of Education has adopted a mandatory Uniform Dress Code Policy. The cooperation of parents and student in helping our school maintain high standards and personal pride in each student is appreciated.

The following dress code has been approved by the Board of Education for all grades Pre-Kindergarten through Eighth Grade:

1. Shirts

- a. Colors: Royal Blue, Gold, and White
- b. 3 button shirts with collar short or long sleeve (golf style or Polo)

2. Sweaters and Vests:

- a. Colors: Royal Blue, Gold or White
- b. Crew neck, V-neck or Cardigan over an appropriate shirt, as listed under #1.

c. Hooded sweatshirts may not be worn to conceal uniforms. Sweatshirts (both hooded and non-hooded) may be worn in the cooler months; however, the colors MUST match the uniform colors. Hoods are not permitted to be worn in school. Sweatshirts should NOT contain any logos.

3. Pants/Skirts/Jumpers/Shorts:

- a. Colors: Tan/Khaki or Black
- b. Dress pants
- c. Skirts/Jumpers/Shorts – must be the same colors as listed above and be at or below the knee. Shorts may be worn seasonally, but must fall at or below the knee.

Repeat warnings of wearing inappropriate attire may result in disciplinary action.

Students are not permitted to wear hats in the building; however, they may bring them to school to wear during outside activities. Other inappropriate head coverings such as bandanas, sweatbands, caps, do-rags and any other headwear deemed inappropriate are not to be worn during the school day or to school functions, except for medical and/or religious purposes.

The warm weather provides us with an opportunity to go outside on a daily basis after lunch and during outside play. Flip-flops, open backed, open toed, or sandals are not considered acceptable footwear for active outside play, and your child will be asked to sit out. In addition, rollerblade sneakers are not considered appropriate footwear for school.

If a child's dress is deemed inappropriate while attending the school day or other school related events, parents or guardians will be contacted to bring their child a change of clothes.

RELEASE OF STUDENTS

Parents who wish a child to be excused from school early must send a note to the teacher with the child. Early dismissals will be granted in cases involving health (medical or dental appointments that cannot be scheduled outside of school hours, religious instructional classes, and family emergencies). THE PARENT MUST COME TO THE OFFICE TO GET THE CHILD. NO CHILD WILL BE RELEASED TO ANY PERSON, REGARDLESS OF RELATIONSHIP, WHOM THE CHILD DOES NOT RECOGNIZE.

Please refrain from signing your child out of school early simply for convenience purposes as this disrupts the learning continuum.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Beverly City School Students are expected to treat each other with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children.

Under New Jersey law, "harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. Reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability or
- b. By any other distinguishing characteristic; and that

- c. Takes place on school property, any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- d. A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil

All instances of such harassment/bullying must be reported to a Beverly School District employee, classroom teacher and or administrator as stated in Board Policy. The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district's Board of Education policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. Once reported each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are not limited to: contacting Superintendent, local authorities, support personnel, Child Study Team, detentions and suspensions when necessary. Victim assistance/support will be provided as well. Contact the Harassment, Intimidation, and Bullying Specialist Mrs. Chelsea Light – School Psychologist at (609) 387-2200 or school administration for further information

See appendix for the full policy.

BEVERLY CITY SCHOOL BEHAVIOR EXPECTATIONS

- Code of Conduct – Appendix B of this handbook.
- Classroom Rules are posted in classrooms by individual teachers.

BIRTHDAY PARTIES/CELEBRATIONS

We strictly adhere to the Nutrition Policy located further in this handbook; as well as, any allergen restrictions per classroom including not permitting any product containing peanuts/tree nuts or were made in a facility containing such. **NO OUTSIDE FOOD MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS.** Birthday items must be purchased through Nutriserve. In Grades Pre-K through Grade 5, you must make arrangements with your child's teacher *in advance* of your child's birthday. In order to maintain the academic integrity of our middle school program, no birthday celebrations will be taking place during the school day even in the cafeteria. While we respect, cherish and honor each of the students, the school will not accept any balloons, flowers, etc. and ask that you celebrate with your child at home.

CHANGE OF ADDRESS

It is very important that every student maintains an up-to-date address, telephone number, and emergency contact listing at the school office. Notify the school immediately with proper documentation if you have a change of address or telephone number during the school year.

CHILD STUDY TEAM

What is a Referral?

A referral is the first step in the special education process. It is a formal written request that a student be evaluated by the CST to determine whether a student is eligible for special education and related services or by the speech/language specialist to determine whether a student is eligible for speech services.

Who Can Refer?

Students may be referred to the CST or for a speech evaluation by instructional staff, school administration, parents and/or community agencies. Parents should submit their written request to the Director of Special Services.

When Should a Student Be Referred?

Generally, students who have academic and/or behavioral difficulties are first brought to the attention of the Intervention and Referral Services (I &RS) Committee. This committee will create interventions to address educational difficulties in the general education classroom. Interventions in the general education classroom should be attempted prior to a CST or speech referral.

When interventions in the general education classroom are not appropriate for the student, or when interventions are not effective, the student will be referred to the CST or speech/language specialist for evaluation.

Once a Student is Referred, What Happens Next?

Once a referral is received, the parents will be invited to a meeting that will be scheduled within 20 days of receipt of the referral (excluding school vacations other than summer vacation).

Based on a review of available information about the student's educational progress, a decision will be made at this meeting whether a CST or speech evaluation is warranted. If an evaluation is warranted, the nature and scope of the CST or speech evaluation will be discussed. If it appears that the problem can be alleviated with interventions in the general education program and the student has not participated in the I&RS process, there may be a decision not to conduct an evaluation, but to refer the student to the I&RS Committee for development of interventions, suggestions for other interventions for the parent to pursue, or refer the student to the 504 Committee. If the student is already in the I&RS process and an evaluation is not warranted, the I&RS plan can continue or be adjusted.

EMERGENCY CLOSINGS/DELAYED OPENING

School closings or delayed openings will be announced in the following manner:

- Contact School – 609-387-2200 for automatic message due to inclement weather or emergency closing.
- A text message, phone call, and email will be sent to each family's telephone, cell and email, so long as the most accurate, updated information is provided.
- Posted on the front/home page of our website: www.beverlycityschool.org
- Any and all delayed openings will be 2 hours. The following is a schedule for Regular Dismissal and Delayed Opening Days:

	<u>Regular Day</u>	<u>Delayed Opening</u>
Arrival	8:00 AM-8:15 AM	10:00 AM -10:15 AM
Homeroom	8:15 AM-8:25 AM	10:15 AM – 10:20 AM

GRADING

Students are graded on their mastery of the New Jersey Student Learning Standards.

Students in grades K-3 are graded on their skill level as either outstanding, satisfactory, partially satisfactory, needing improvement, or as unsatisfactory. These five levels reflect the student's ability and their progress.

Students in grades 4th through 8th grade are graded on a traditional A-F scale. See below for the grading scale.

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	65-66
A-	90-93	B-	80-83	C-	70-73	F	Below 65

HOMEWORK

The Board of Education acknowledges the educational validity of homework as an adjunct to and extension of the instructional program of the school. The following is a recommended amount of time pupils should spend on the homework at various grade levels. Actual time spent will vary from pupil to pupil. Homework assignments are not necessarily written assignments. Pupils are expected to read and review information discussed in class. Homework will not count for more than 10% of student's grade.

Grades 1, 2, 3	10-30 minutes. Work will vary from grade level and topics discussed. Occasionally long-term assignments are given during the year.
Grades 4, 5	40-60 minutes. Homework will vary in all subject areas. occasionally long-term assignments are given during the year.
Grades 6, 7, 8	60-90 minutes. Homework will include daily and long term assignments in all subject areas.

Suggestions for making homework study more profitable:

- A. Set aside a specific time of the afternoon/evening to do homework
- B. Provide your child with a quiet, comfortable atmosphere to do homework
- C. Show your interest and give support
- D. Start long term assignments as soon as the teacher assigns them
- E. Encourage your child to develop high standards when doing homework.
A child's work should be neat, legible and accurate.

PROGRESS REPORTS

A progress report shall be issued by the teacher at mid-marking period for all students.

Progress reports will be mailed in grades Pre-K-8 on the following dates:

- First Report – October 13th
- Second Report – December 21st
- Third Report – March 8th
- Fourth Report – May 17th

INTERNET

Beverly City School Internet Acceptable Use Policy

Internet access is available to students and teachers in the Beverly City School District. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

In general, these guidelines require efficient, ethical, and legal use of the network resources by students. Specifically, these guidelines are listed below so parents as well as students are aware of these responsibilities.

If a student violates any of these provisions, his/her access to the Internet will be terminated and future computer access could be denied. The student will also be subject to appropriate school discipline. If the activity is illegal, the student may be subject to criminal prosecution.

Please read and discuss this Acceptable Use Policy Agreement with your child. It is important that he/she understands the policy with respect to Internet access and its educational purpose in a school setting.

Note: The Beverly City School District makes no warranties of any kind and specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

Internet Terms and Conditions:

- 1) Acceptable Use- Acceptable use guidelines for the Internet include but are not limited to the following:
 - Student use of the Internet must be in support of education and research consistent with the educational objectives of the Beverly City School District.
 - Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - Use of the Internet to impose one's religious or political beliefs on others is prohibited.
 - Use of the Internet for commercial use is prohibited.
 - Use of the Internet to access, process, or transmit pornographic materials is prohibited.
 - Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable.
 - Use of the Internet to obtain information used in report/assignment creation is permitted, providing that the source is identified and the material is not presented as if it were original to the user.
 - Student use of the Internet to download files or software must be approved by the teacher prior to processing. Teacher use of the Internet to download files or software must be approved by administration prior to processing.
 - Users will participate only in those discussion groups that are relevant to their education or professional/career development and such use must be approved by teacher/administration.
 - All illegal activities are prohibited.
- 2) Network Etiquette- Students are expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:
 - Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities, discriminatory remarks or other inappropriate language.
 - Do not reveal personal information such as: your personal address, passwords, or the phone numbers of students and colleagues.
 - Assume all communication and information accessible via the network to be private property. Users should not seek information or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves or other users on the network. Note, however, that electronic mail and the Internet are not guaranteed to be private. People who operate the system do have access to all files and messages. Messages relating to or in support of illegal activities may be reported to authorities.
- 3) Security- Security on any computer system is a high priority, especially when the system involves many users.

All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. Do not demonstrate the problem to others. No one should use another individual's account without written permission from that individual.

Attempts to log-on as a system administrator will result in cancellation of user privileges and possible disciplinary action. Any user identified as a security risk may be denied access to the Internet.

4). Vandalism- Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any of the agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and possible disciplinary/legal action.

5). Enforcement- The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Acceptable Use Agreement will be dealt with to the full extent of the law. The Board of Education will determine what constitutes serious inappropriate use.

INTERVENTION AND REFERRAL SERVICES COMMITTEE (I&RS)

Students experiencing academic and/or behavioral difficulties may be referred to the Intervention and Referral Services (I&RS).

Students not classified as eligible for special education services, and who are experiencing behavioral, academic, and health issues that are impeding their success in school can be referred to the I&RS team by any teacher in the building. Successful intervention by the I&RS team promotes academic achievement and emotional growth within a student. If you think your child would benefit from a referral, contact your child's homeroom teacher.

LOCKERS

- Students in Grades 6-8 will be assigned a locker to keep their items in.
- Students are assigned a classroom locker. The combination should not be shared with anyone.
- Students are to go to their lockers only at designated times by their teachers.
- No other students should be allowed to go into another students' locker under any circumstances with or without approval. Students entering another's locker will be disciplined accordingly.
- Lockers are the property of the Board of Education and are loaned to the students for storage of their possessions. No items are to be posted inside or outside of the lockers.
- NO private locks are to be placed on the locker at any time.
- Locker searches will be conducted on a regular basis. At random a homeroom of lockers will be selected for checking for neatness, posted items, proper storage of student possessions, and for dangerous items. School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care and the property of the Board of Education.
- School Officials are also authorized to search lockers randomly if there is a reasonable basis to do so.

REPORT CARDS

All progress reports and report cards will be mailed home. Pre-Kindergarten receive progress reports throughout the school year and Kindergarten students receive report cards in February and June. Students in grades 1-8 will receive reports cards four times a year, in November, February, April and June. Conferences will be held twice a year in November and March. Student in grades 1-8 are issued report cards 4 times a year. The grading system is explained on the report card. The Beverly City School has an on-line grade portal where parents/guardians will have access to grades at any time. To gain access to the Parent Portal through Genesis, please contact the main office. You will need an email address in order to gain access.

Report Periods

<u>Marking Period</u>	<u>Ends</u>	<u>Report Cards Issued</u>
First	November 14, 2023	November 17, 2023
Second	January 29, 2024	February 2, 2024
Third	April 11, 2024	April 17, 2024
Fourth	June 19, 2024 (or last day of school)	June 19, 2024 (or last day of school)

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled November 6th & 7th and March 6th & 7th for grades Pre-Kindergarten through Eighth Grade.

MEDICATION

During the school day, your children interact with many other children and adults. In order to maintain a healthy environment for all, please follow the guidelines below:

1. If your child has any of the following: fever over 100, vomiting, irritability, diarrhea, rash with fever or behavioral change, mouth sores with drooling, persistent cough and/or nasal discharge or symptoms that prevent your child from participating in school activities he/she should remain home until symptom free for 24 hours or a physician has determined the child is able to return.
2. If your child has a generalized illness (see above) during the school day, he/she will be excluded and should remain home until symptom free for 24 hours or until a physician has determined the child is able to return.
3. If your child has strep throat, he/she is excluded until 24 hours after medication with antibiotics has been instituted.
4. If your child has pink eye (purulent conjunctivitis), he/she will be excluded until examined by a physician and approved for readmission with no purulent (pus) discharge.
5. All cuts and abrasions should be kept clean and covered with a bandage. Any unusual amounts of drainage or swelling will be referred to the child's medical provider. If your child has impetigo and/or a draining wound that can not be covered sufficiently, he/she is excluded until appropriately treated.
6. A child will also be excluded for communicable diseases in accordance with New Jersey Law/American Academy of Pediatrics Red Book and/or the Health Department.
7. If your child has any serious injuries, surgery or is hospitalized a note from the doctor is needed to return to school. The note should indicate if there are any limitations or if your child is allowed to participate in all school activities. **The school physician has the final review of any reports and orders from a child's medical provider.**
8. The spread of any infectious disease can be prevented or deterred if students adhere to basic principle of good personal hygiene, cleanliness and recommended use of personal protective measures.

The Beverly City Board of Education Policy/Regulation #5330 states: "Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, or the pupils parent or legal guardian, a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency". Students who have a life-threatening condition, such as asthma or other potentially life threatening illness or allergic reaction and, following the regulations in Board of Education Policy #5330, may be permitted to self-administer medication for these conditions. No other students will be permitted to have medication in their possession during the school day or during school sponsored events. **All medications must be delivered to**

the school by the parent or legal guardian and must be in original containers. For your convenience, all medication forms are available in Health Offices and on district website (Resources-Parents- Health Office).

A. Permission for Administration of Medication by the School Nurse any medication, whether prescription, over-the-counter or nutritional supplement, that is to be administered during school hours, requires the following:

1. The parent/guardian must provide a written request for the administration of the medication at school.
2. Written orders, SIGNED by the private medical provider (physician/advanced practice nurse/dentist), must be provided to the school, and include the following: (Refer to Medication Order Form N60, Asthma Treatment Plan for students with asthma or Allergy Action Plan for students with a life-threatening allergy):
 - a. The pupil's name
 - b. Name of the medication
 - c. The purpose of its administration
 - d. The proper timing and dosage of medication
 - e. Any possible side effects
 - f. Length of time for which the order is valid (may not exceed the school year)
3. The medication must be brought to school by the parent/guardian in the ORIGINAL container, appropriately labeled by the pharmacy, physician, dentist or pharmaceutical company.
4. Medication orders and requests may not exceed one school year. A new order and parental request must be filed each year. Medication shall be retrieved by the parent/guardian by the end of the school year.

B. Administration of Epinephrine

1. The parent/guardian provides a written authorization for the administration of epinephrine with written orders from the physician or advanced practice nurse that the child requires the administration of epinephrine for anaphylaxis. This authorization includes a signed statement from parent/guardian acknowledging the district shall have no liability as a result of any injury arising from the administration of epinephrine (refer to Allergy Action Plan).
2. The school nurse has the primary responsibility for the administration of epinephrine however additional employees of the district may be designated and trained in the administration of epinephrine in an emergency when the school nurse is not physically present at the scene. The parent/guardian must notify the principal and nurse in writing of participation in school sponsored activities.
3. The permission for the emergency administration of epinephrine is effective for the school year it is granted and must be renewed every year.
4. The school nurse or trained designee are permitted, by law, to administer epinephrine via a pre-filled auto-injector mechanism 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/guardian has not submitted the written documentation and authorization for his/her child to receive epinephrine for anaphylaxis.

C. Permission for Self-Administration of Medication

A. Permission may be granted for self-administration of medication for a pupil with asthma or other potentially life-threatening illness or a life-threatening allergic reaction under the following conditions:

1. The parent/guardian must provide a written request for the administration of the medication at school and sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil (Refer to Parent's Request for Student with Life Threatening Condition to Self-Administer Medication- Form N151).
2. Written orders, SIGNED by the private medical provider (physician/advanced practice nurse), must be provided to the school, that the pupil has asthma or another potentially life-threatening illness or allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication (Refer to Physician's Request for Student with Life Threatening Condition To Self-Administer Medication- Form N150). The written certification must include:
 - a. The pupil's name
 - b. Name of the medication
 - c. The purpose of its administration

- d. The proper timing and dosage of medication
- e. Any possible side effects
- f. Length of time for which the order is valid (may not exceed the school year)

ALL MEDICATION ORDERS MUST BE SIGNED BY THE PRIVATE MEDICAL PROVIDER (PHYSICIAN /ADVANCED PRACTICE NURSE or DENTIST). COUNTER-SIGNATURES OR STAMPS WILL NOT BE ACCEPTED. Information in regards to a student's medication may be shared with staff when such release of information is in pupil's best interest. Although these regulations may seem strict, they are for the protection and well-being of all the children. If you have any questions concerning this, please contact your child's school nurse.

ANAPHYLAXIS TO FOOD AND OTHER SUBSTANCES

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Emergency Healthcare Plan will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the certified school nurse to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever allergens are present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the principal or designee, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration.

Additionally, based on the school cafeteria's use of government commodity the district may not know the exact ingredients used in the preparation of all food and beverage items served within the school lunch program because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity. Therefore, the parent(s)/legal guardian(s) and/or the pupil with anaphylaxis to food should be responsible for the pupil's purchase and consumption of any food products sold or provided by the school and/or by any school related organizations that may cause an anaphylactic reaction.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if

these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds. School staff will be appropriately trained by the certified school nurse to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The certified school nurse will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6

New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

SCHOOL NUTRITION

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
 - a. Soda Water
 - b. Water Ices-Those water ices, which contain fruit or fruit juices, are not included.
 - c. Chewing Gum
 - d. Certain Candies
 1. Hard Candy: Includes such food as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
 2. Jellies and Gums: Includes such foods as gumdrops, jellybeans, jellied and fruit-flavored slices.
 3. Marshmallow Candies
 4. Fondant: Includes such foods as candy corn and soft mints.
 5. Licorice
 6. Spun Candy
 7. Candy-Coated Popcorn
2. All food and beverage items listing sugar, in any form, as the first ingredient.
3. All forms of candy.
4. Baked goods such as cookies or cupcakes.
5. Home prepared items such as vegetable or fruit platters; and
6. Food items that are not sealed by the manufacturer or store

All snack and beverage items served anywhere on school property during the school day shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk containing 1% or less fat.
3. Whole milk shall not exceed 8 ounces.

When serving food items as part of a celebration during the school day, the following items are permissible. However, please read the nutritional information carefully as they must meet the guidelines listed above:

- 100 Calorie Cookies and Crackers
- 100% Fruit Snacks
- Animal Crackers
- Cheese & Crackers
- Crackers
- Cheese Sticks
- Fruit Ices
- Fruit Trays (sealed only)
- Jello
- Rice Cakes
- Vegetable Trays (sealed only)
- Yogurt Pops
- Snacks purchased from the district school lunch provider

When serving food as part of a celebration during the school day and that celebration is away from school grounds, the only restrictions are those items identified in the regulation as foods of minimal nutritional value and homemade food items.

When serving food on days that the school cafeteria is not serving lunch, the only restrictions are those items identified in the regulation as foods of minimal nutritional value, homemade food items and sealed food items. The following is a list of "non food alternatives" to celebrate birthdays. If it is important for you and your child to have a food item as a treat, the list also includes "healthy food alternatives." Providing healthy classroom celebrations demonstrates a school commitment to providing healthy behaviors.

- Reading a book to the class
- Donating a book to the classroom library
- Providing a token sticker or pencil to classmates
- Providing a goodie-bag of non-food items including such items as: an eraser, a pencil, a pencil sharpener etc.

LOST AND FOUND

The Lost and Found Box is located in the Gymnasium/Cafeteria. Items found on the playground, in the cafeteria, in the hallways, bathrooms, or anywhere else on school grounds should be brought immediately to the Lost and Found box. If you have lost an item, please check the Lost and Found box to help locate your missing items.

SCHOOL RECORDS

The Board of Education conforms to laws and regulations providing for creation, maintenance, retention, security of, and access to pupil records. Parents and/or pupils have the right to review or appeal the contents of all records in accordance with New Jersey Statute and Administrative Code and Family Educational Rights and Privacy Act (FERPA)

Parents wishing to review pupil records must make a request in writing to the school principal. An appointment may also be arranged to review the records with the teacher or the principal. Parents may request a copy of pupil records upon graduation or permanent departure from the school. After such notification, records no longer necessary to provide educational services will be destroyed. Parents must come to the school and pay nominal fee to obtain these records.

A complete copy of "Board Policy and Guidelines" is available upon request or can be located on our website.

SCHOOL SPONSORED ACTIVITIES

All students participating in a school sponsored activity, including, but not necessarily limited to, clubs, dances, sports, trips, band, choir, intramurals, etc., must be academically and behaviorally eligible. Students must maintain a passing grade in ALL subjects to be eligible to participate. Grades will be re-evaluated at progress report and report card dates only. Any student with a D average will be on probation. Participation by students with behavioral issues is at the administration's discretion.

STUDENT ACCIDENT INSURANCE

The Board of Education has purchased insurance coverage to protect all students against accidental injury during all school sponsored and supervised activities, whether at the school or away, including participation in athletics. This coverage is provided by Bollinger Insurance Solutions.

This insurance plan is **Excess** coverage: i.e., you must submit all bills to your own insurance carrier first. The school policy will pick up the unpaid balances, up to the limits of the policy.

All injuries should be immediately reported to a coach, nurse or teacher/advisor. Claim forms will be provided to the parent/guardian upon their request to the Health Office and must be submitted to the insurance company with 90 days.

These voluntary participation student accident insurance plans offered through your school can be purchased easily online at: www.Bollinger Schools.com.

VISITOR POLICY

In order to ensure the safety of our students, only persons who have official school business are permitted to be on school premises. All visitors must report to the Main Office as soon as they enter the building to obtain a visitors pass. Any parent or guardian wishing to visit their child's classroom needs to make an appointment with the classroom teacher.

APPENDIX A

Harassment, Intimidation, and Bullying Policy

5512 HARASSMENT, INTIMIDATION, AND BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Harassment, Intimidation, and Bullying Investigation
H.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusation
K.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
L.	Harassment, Intimidation, and Bullying Training and Prevention Programs
M.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
N.	Reports to Board of Education and New Jersey Department of Education
O.	School and District Grading Requirements
P.	Reports to Law Enforcement
Q.	Collective Bargaining Agreements and Individual Contracts
R.	Students with Disabilities
S.	Approved Private Schools for Students with Disabilities (APSSD)



A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



- b. Has the effect of insulting or demeaning any student or group of students;
or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.



The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;



3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions - Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Consequences - Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.



Factors for Determining Consequences - School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including



suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal - Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;



4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal - Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures - Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);



3. Focus groups;
4. Mailings-postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in "hot spots" (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;



30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions - Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;



9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.



In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:
 - a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.



2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

[Option - Principal's Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.



The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.



The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).



H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.



4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.



J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.



The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.



The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.



R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses - April 2011 - New Jersey Department of Education

Memorandum - New Jersey Commissioner of Education - Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act-December 16, 2011

Adopted: 15 September 2010

Revised: November 20, 2019



APPENDIX B

Codes of Conduct – Please refer to appropriate grade level(s)

Introduction

The Beverly City School is a safe and warm environment for all students. Supporting students and their rights as individuals is of the utmost importance. Positive behavior leads to positive feelings about school. This positivity leads to consistent attendance and strong academic outcomes. While positive approaches to acceptable and expected behavior are usually more effective, it is sometimes necessary to penalize students for severe violations of school regulations to ensure safety and promote a positive learning environment.

Consequences for both positive and negative behaviors are the hallmark of our Code of Conduct. Recognizing the good while addressing misbehavior creates a safe school culture. Research shows that receiving positive reinforcement activates a reward signal in the brain which reinforces the action and makes it likely the student will repeat that behavior in the future. Student misbehavior, especially behavior that impedes on the rights and responsibilities of teachers and other students, needs to be addressed while keeping our focus on learning from mistakes. Receiving feedback and altering future behavior leads the student to be more successful.

The Rights and Responsibilities outlined in this document are designed to focus on the positive and seek to minimize the need for consequences. The code was designed to provide prevention strategies while also facilitating the resolution of school-based student issues.

The Beverly City School District hopes that the families reinforce positive behaviors at home, and hold students accountable for their actions. Please support our efforts by recognizing that the teachers and staff of the Beverly City School are advocates for the rights and responsibilities of all students. Understanding our role helps to improve school culture and climate.

Thank you for your support.

Rights and Responsibilities

Our goal, as an entire school community, is to create a safe school where students, teachers, staff, parents, and administrators feel respected. All members of the school community have a responsibility to build this environment. Below are the rights and responsibilities for all members.

Policies that govern our Students' Rights and Responsibilities can be found at the end of this document and are a part of the Student Handbook. These policies include, but are not limited to Attendance, Dress Code, Electronics, and Harassment, Intimidation, and Bullying (HIB).

Students

Students have the **RIGHT** to the following:

1. Receive a free and appropriate public education
2. Feel safe in school
3. Be respected and treated fairly regardless of race, color, creed, religion, religious practices, gender, sexual orientation, national origin, size, political affiliation, ability, and/or any other distinguishing characteristic
4. Have access to information about infractions and consequences
5. Express opinions in a responsible and respectful manner
6. Have access to direct assistance when experiencing personal challenges or difficulties
7. Be guaranteed confidentiality in counseling

Students have the **RESPONSIBILITY** to:

1. Be respectful to all- fellow students, teachers, staff, administrators, and parents
2. Make the most of the educational opportunities by working hard and attending school daily
3. Be honest about situations that occur and rules that are broken
4. Learn from mistakes and accept constructive criticism and consequences
5. Express opinions in a responsible and respectful manner
6. Follow school policies (including dress code, attendance, electronics, and Harassment, Intimidation, and Bullying)

Families

Families have the RIGHT to the following:

1. Be involved in their children's education
2. Feel safe when attending school events or visiting the building
3. Be respected and treated fairly regardless of race, color, creed, religion, religious practices, gender, sexual orientation, national origin, size, political affiliation, ability, and/or any other distinguishing characteristic
4. Have access to information about academic and behavioral progress, infractions and consequences
5. Communicate concerns and opinions to the school district
6. Have access to individuals and agencies capable of providing services, counseling, and direct assistance to families experiencing challenges

Families have the RESPONSIBILITY to:

1. Be safe, responsible, and respectful at all times
2. Collaborate with the school and your child to make the educational experience positive for all
3. Support their children in following the school policies (including dress code, attendance, electronics, and Harassment, Intimidation, and Bullying)
4. Make sure their children attend school daily
5. Provide updated contact information to the district whenever there is a change
6. Make every effort to support academics by providing a clear space to complete schoolwork and read with children nightly

Teachers, Staff, and Administrators

Teachers, staff, and administrators have the RIGHT to the following:

1. Work in a safe environment
2. Be respected and treated fairly regardless of race, color, creed, religion, religious practices, gender, sexual orientation, national origin, size, political affiliation, ability, and/or any other distinguishing characteristic
3. Have access to information about infractions and consequences
4. Communicate concerns and opinions to the families of their students
5. Receive support from families regarding student progress and behavior

Teachers have the **RESPONSIBILITY** to:

1. Be respectful to all- fellow students, teachers, staff, administrators, and parents
2. Work to build positive relationships with students, families, teachers, staff, and administrators
3. Proactively communicate information about student choices and consequences to their families
4. Practice conflict resolution as appropriate before student discipline infractions are escalated
5. Be knowledgeable about students' 504 plans and IEPs.
6. Be knowledgeable about the Students Rights and Responsibilities to enforce the Code of Conduct fairly and consistently

Privileges

Privileges are designed to emphasize a focus on the positive and seek to minimize the need for consequences. The examples listed below are used to reinforce respectful, safe, attentive, and productive behavior. Students' positive behavior should receive encouragement, as our end goal is to support productive young adults.

Privileges our school provides include, but are not limited to lunch in the cafeteria with classmates, basketball team, clubs, literature circles, Book Buddies, Post Office, Field Day, activity periods, dances, assemblies, programs, and student recognition rewards.

Code of Conduct

Students have the responsibility to meet the expectations of the school district and may participate in all activities, special privileges, and extracurriculars when they meet those standards. Our goal is to keep students attending school daily and learning as much as possible. These incentives are positive rewards for appropriate choices.

When a student makes a choice that impacts their own rights and responsibilities or the rights and responsibilities of another student, teacher, staff member, or administrator, corrective action and consequences are implemented. The interventions and consequences provided are meant to provide students with an opportunity to learn and grow. Corrective action taken by school personnel will vary according to the age and developmental levels of the student. The circumstances that are related to specific violations will be considered and action will be taken accordingly.

It should be noted that the administration may apply other appropriate consequences beyond those described below for good cause. An administrator has the discretion to revoke privileges for noncompliance with classroom rules, school rules, the Code of Conduct, the New Jersey Administrative Code, and the policies set forth by the Beverly City School Board of Education. This list is not all encompassing.

Eighth grade students run the risk of losing all eighth grade privileges for violating the rights and responsibilities of others. Again, the list is not exhaustive, however, students may lose all or some privileges which may include, but are not necessarily limited to the possible promotion, dinner dance, culminating trip, etc.

Tier	Examples	Recommended Interventions/Consequences
All students - 0	Students demonstrate respectful, attentive, and productive behaviors and passing grades aligned with their rights and responsibilities	Participation in all activities, special privileges, and extracurriculars

<p>Universal Prevention - 1</p>	<ul style="list-style-type: none"> ● Uniform violation* ● Unprepared for school/class ● Use of profane or offensive language ● Inappropriate gestures, symbols, or comments ● Sleeping in class ● Disrespectful to students/staff ● Cell phone use ● Inappropriate use of technology ● Other disruptive behavior 	<ul style="list-style-type: none"> ● Verbal correction ● Conference with teacher/staff member ● Teacher selected consequence ● Loss of teacher selected privileges ● Peer mediation ● Teacher contacts parent/guardian via telephone ● Re-teach or review expected behavior ● Loaner uniform provided ● Written reflection or apology ● Seat change ● In-class time out ● Teacher detention-either lunch or after-school ● Electronic device be put away ● Confiscation of electronic device, if necessary ● Loss of classroom privileges
---------------------------------	---	--

<p>Targeted Prevention - 2</p>	<ul style="list-style-type: none"> ● Threats ● Verbal assault ● Continuous violation of acceptable use policy ● Cheating/Plagiarism ● Continuously making inappropriate gestures, using profane/offensive language ● Chronic disruptive behavior ● Other chronic misbehavior listed above 	<p>All Universal Prevention strategies, plus:</p> <ul style="list-style-type: none"> ● Conflict mediation ● Parent conference with teachers and student ● Daily progress report ● Office referral ● Week long privilege loss
<p>Intensive, Individualized Prevention - 3</p>	<ul style="list-style-type: none"> ● Violence (assault, sexual assault, fighting, other inappropriate physical contact) ● Vandalism (arson, trespassing, damage to property, false public alarm, theft) ● Substance offense (alcohol, anabolic steroids, cocaine/crack, designer/synthetic drugs, heroin, marijuana, unauthorized prescription drugs, unauthorized over the counter substances, drug paraphernalia) ● Tobacco offense ● Vaping offense ● Weapon offense ● Gross misconduct ● Chronic defiance/disruption ● Chronic threats ● Other chronic misbehaviors that are highly serious or cause imminent danger to self or others 	<p>All universal and targeted prevention approaches, plus administrator assigned:</p> <ul style="list-style-type: none"> ● Referral to school nurse and drug/alcohol counseling/treatment (if infraction is drug/alcohol related) ● Substance screening ● Referral to I&RS team ● Referral for risk assessment with social/emotional support providers ● Required conflict mediation ● Parent conference with administrative team ● Parent attends school with student ● After school detention ● In or out-of-school suspension

<p>Serious Infractions-4</p>	<ul style="list-style-type: none"> ● Bomb or weapon threats ● Starting a fire ● Possession or use of a firearm or explosive device ● Substance offense ● Use of a weapon ● Continuous violation of acceptable use policy 	<p>Serious infractions require serious consequences:</p> <ul style="list-style-type: none"> ● Substance screening ● 10 day out-of-school suspension ● Referral to community resources (mobile response, family crisis unit, police)

*No dress code can be all inclusive. Therefore, the administration reserves the right to make final decisions on all attire.

Community-Based Services

The expression "It Takes a Village" is particularly accurate when it comes to raising children in the 21st century. The following are community-based resources to assist families in providing more support at home.

2ND Floor is a confidential and anonymous helpline for New Jersey's youth and young adults. The helpline helps students find solutions to the problems they face and are available 24/7 365 days a year.

1-888-222-2228

<https://www.2ndfloor.org/>

Big Brothers, Big Sisters is an organization that seeks to develop positive relationships that have a direct and lasting impact on the lives of young people.

<https://www.bbbs.org/>

Burlington County Resources provides a wide range of information about support, resources, and services for families in Burlington County, New Jersey. - www.burlingtonresourcenet.org

Division of Child Protection and Permanency investigates allegations of abuse and neglect, and arranges for family treatment and child protection 866-663-1331 <https://www.nj.gov/dcf/about/divisions/dcpp/>

Family Crisis Intervention Unit serves families at risk for court involvement due to family crisis, provides crisis intervention, short-term family therapy, and focuses on diverting formal court involvement and keeping family intact 609-267-1377

Family Support Organization offers advocacy for families from families. - 609-265-8838 www.fsoburlico.org

New Jersey System of Care is a free resource agency that helps families across New Jersey with behavioral health, disability services, and substance abuse treatment for our youth. 1-877-652-7624 www.performcarenj.org

South Jersey Legal Services, Inc. (SJLS) is a non-profit organization created to provide quality legal representation and advocacy to low-income individuals in south Jersey counties including Burlington.

1-800-496-4570 <https://www.lsnj.org/sjls/>

APPENDIX C

Title I Parent Involvement School Plan



Title I School Plan

The Beverly City School District Title I Program promotes the belief that all children can learn and acknowledges that parents share the school's commitment to educational success for all students. We recognize that a student's education is a responsibility shared by school, family, and community.

Under the ESEA/No Child Left Behind Act of 2001, each school receiving Title I funds shall:

- o Jointly develop with and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the following requirements / components of the school's Title I Program.
- o Notify parents of the policy (TITLE I PARENT INVOLVEMENT SCHOOL PLAN) in an understandable and uniform format and, to the extent practical, provided in a language that parents can understand.
- o Make available to the local community (may be placed on the school website) the TITLE I PARENT INVOLVEMENT SCHOOL PLAN.
- o Update / review the TITLE I PARENT INVOLVEMENT SCHOOL PLAN and COMPACT periodically to meet the changing needs of parents and the school.
- o Attach the current Beverly City School Parent/Student/Staff Compact to the TITLE I PARENT INVOLVEMENT SCHOOL PLAN.



TITLE I REQUIREMENT	ACTIVITIES / STRATEGIES	PARTICIPANTS	TIME / DATE	EVIDENCE OF COMPLIANCE
<p>Include parents in the development and implementation of the school's <i>Title I Parent Involvement School Plan</i>.</p>	<p>Parent/Staff Open House at beginning of school year</p>	<p>~Title I Parents ~ Title I Staff ~ Grants Manager</p>	<p>September 7, 2022</p>	<p>1. Invitation to parents 2. Attendance form 3. Draft of Parent Involvement Plan</p>
<p>Offer parent meetings/workshops at different times of the day.</p>	<p>Open House, Title I Parent Meeting, Title I Conferences ~Invitation to parents to attend Title I lessons</p>	<p>~Title I parents ~Title I Staff</p>	<p>~September 7, 2022 ~November 7 & 8, 2022 ~March 8 & 9, 2023</p>	<p>~Invitations sent to all Title I parents ~Attendance forms</p>



Provide parents of participating children:	~Title I Compact issued at beginning of school year. Title I Parent Meeting	~Title I parents ~Title I students ~Staff	~ Policy sent home in summer mailing	~Signed handbook in students' files
Develop a school – parent compact that addresses how parents, staff, & students will share responsibility for improved academic achievement and proactively foster a true working partnership.	~Compact issued at beginning of school year, provided in native language if necessary	~Title I parents ~Title I Staff	Beginning of school year	Signed handbook agreement in students' files
Ensure effective involvement of parents and staff.	~Fall Open House ~Title I Parent Involvement Conferences offered	~Title I parents ~Title I Staff ~ Grants Manager	Ongoing throughout school year	~Invitations to all conferences, Open Houses, and training session



<p>~District Parent Involvement Policy available for review on school district website</p> <p>~Parents provided with multiple points of contact with staff, including email addresses and telephone contact information</p> <p>~Staff participates in Title I Program Staff Meetings</p>	<p>~Workshop facilitators</p>	<p>~All communication between parents and staff (email, documentation of telephone calls, and written communication) in each students' file</p> <p>~District Parent Involvement Policy posted on School District website</p> <p>~Staff participation in Title I Program Staff Meetings</p> <p>~Staff included in workshops throughout the school year</p>
--	-------------------------------	---

AGREEMENT PAGE

Beverly City School

Signatures of both parent(s)/guardian(s) and child are required on this page for the following codes/policies/regulations:

School Behavior Expectations
Dress Code
Assembly Guidelines
Internet Acceptable Use Terms and Conditions Agreement
Harassment, Intimidation, & Bullying Summary & Policy
Attendance Policy
Medication Policy
Anaphylaxis to Food & Other Substances Policy
Nutrition Policy
Title I Parent Involvement School Plan

Identified above are codes, policies, procedures, and regulations that help provide a safe environment for our school community. Parents/Guardians and students are responsible for complying with all items in this handbook. Please note, there are additional policies and regulations approved by the Board of Education, not included in this handbook, but are available to view on the district's website: <https://www.beverlycityschool.org/districts-policies-and-regulations.html>. Administration has the discretion of adding new procedures as needed. In acknowledgement that you and your child have reviewed and discussed these regulations please sign below.

Name of Student: _____
Please Print

Student's Signature _____

Parent/Guardian Name: _____
Please Print

Parent/Guardian Signature _____

Homeroom Teacher: _____ Grade: _____

2023-2024



BEVERLY
CITY SCHOOL DISTRICT

Faculty/Staff Handbook

Carefully read the Student/Parent Handbook as information is not duplicated in this Staff Handbook and you are responsible for knowing and adhering to policies and procedures found in each. Memos have also been included in your opening packet & Google Drive to provide further explanations of specific policies and procedures. All Board of Education Policies and Regulations are accessible from our website. Print a copy of the last page, sign and return to the main office no later than September 30th.

AHERA Notification 40 CFR 763.93(g)(4), 40

CFR 763.84(c), 40 CFR 763.93(e)(10), 40 CFR 763.84(d)

As a part of the requirements of the Federal "Asbestos Hazard Emergency Response Act" legislation, the Beverly City School has conducted an AHERA Inspection and has developed a Management Plan for Asbestos-Containing Materials. In March 2011, a required Surveillance Inspection of the Beverly City School was conducted. The results of this inspection confirmed that these materials do not pose any immediate threat and will not in the foreseeable future as long as they continue to be properly maintained. The Inspection and Management Report are on file in the Board and Chief School Administrator's offices and are available to anyone for their inspection. Please be assured that the Beverly City Board of Education administration treats the various environmental issues seriously and will continue to take every reasonable effort to provide all of the building occupants with a healthful workplace.

APPLICATION FOR TEMPORARY LEAVE OF ABSENCE:

We will continue implementing the Red Rover system to report/record absences. Please complete your request via the Red Rover app; as well as, following the procedures found below.

PERSONAL DAY REQUESTS:

Please complete the Personal Day Request Form at least 24 hours prior to the date you wish to be absent. No personal days will be granted the day before or the day after a vacation or long weekend. Any staff member absent on the day before or after a vacation may be requested to submit a doctor's note. Any staff member absent 3 or more days may be required to submit a doctor's note.

SICK DAYS:

Sick days are for when you or an immediate family member are sick or has a doctor's appointment. If you take a sick day before or after a long weekend or vacation, you may be asked to provide a doctor's note. Following your return, an Application for Temporary Leave of Absence form will be placed in your mailbox. This must be filled out and returned to the main office so that we may keep accurate records of your attendance.

ARRIVAL/DISMISSAL

All faculty are required to be signed in no later than 7:55 AM. All faculty are required to remain in the building until 3:15 PM unless there is a faculty meeting. All other staff are required to be signed in per their designated schedules.

ATTENDANCE

Student attendance must be submitted, on-line through Genesis, to the Main Office each morning NO LATER THAN 8:30 AM. Call the Main Office if there are any changes (students leaving or showing up) after lunch. Any student that enters homeroom after 8:20 AM is considered late. It is essential that accurate records be kept on this. Please keep parent notes regarding absences through the end of the year as they may be used to verify excused or unexcused absences; all doctor's notes need to be sent to the main office.

STATE ATTENDANCE CODES:

- 1 - Full day's absence
- 2 - Absent-never attended

- 3 - Excused absence due to religious holiday or "Bring Your Child to Work" day
- 4 - Excused absence from vocational school-residential district closed - no transportation
- 5 - Half-day's absence
- 6 - Suspended
- 7 - Home instruction

BASIC SKILLS PROGRAM PLAN/TITLE I:

Student Selection Procedure

Students are selected for the program based on the following criteria:

- *Standardized Test Scores (state mandated tests)*
- *Report Card Grades*
- *Teacher Recommendation/I&RS referral*
- *Benchmark Assessments*

New students to the district will be considered for the program based on test scores and reports from the previous school.

Parental Involvement - See Policy 9130 Public Complaints and Grievances & 2415.04 Title I – Parent Involvement

Parents of Title I students will be involved in the planning of the Title I Program and will also have the opportunity to evaluate the effectiveness of the program on a yearly basis. A parent meeting will be held each school year to accomplish the following objectives:

- *Explanation of Title I Program (Selection Process, Instructional Program, Teaching Strategies, etc.)*
- *Parent training to help students succeed*
- *Evaluation of the program*

Parents will be notified of students' progress in the program through report card grades in respective subjects/programs. Informal communication – notes, phone calls, conferences, etc. will be done as needed.

The Title I staff will meet on a yearly basis to evaluate the effectiveness of the parental involvement program.

Goals of Title I Parental Involvement

1. *To inform parents about the services their children receive.*
2. *To help parents understand program requirements.*
3. *To provide parents with information regarding working with their children at home.*
4. *To receive feedback from parents regarding the Title I Program.*
5. *To continually evaluate and improve the Title I Program.*

Teaching Staff

Fully certified teaching staff members will be assigned to teach Title I programs in the Beverly City School. Title I teachers will also be assigned non-instructional duties on an equal basis with other teaching staff members.

Staff Development

Title I funds will be designated for staff development activities. Professional development activities must be related to Title I students' needs and be part of the District Professional Development Plan.

BUILDING SECURITY

All exterior doors to the building must remain closed and locked **AT ALL TIMES**. Items should not be placed in the exterior doors to prop them open. Furthermore, staff and students should **NEVER** open an exterior door to permit a person access to the building, even if he or she is familiar with that person. All access to the building should be through the front door by the main office. Now that the Annex is in open, additional doors may be accessed using your fob (Door A, L, and N). Please announce yourself whenever entering or exiting and the door you are accessing via the walkie-talkie. Example: "Dr. Giacobbe, exiting Door C." Visitors to the building must report to the main office and sign-in and wear a visitor's badge. As a staff member, it is your responsibility to stop and question visitors without the appropriate badge. These visitors should be directed to the main office to obtain a visitor's badge. Even frequent visitors must follow this procedure.

CELL PHONE USE

Under no circumstances should you be using your cell phone. If there is an emergency need, please seek guidance from an administrator. If you are seen using your cell phone anytime other than your lunch, disciplinary action will be taken.

CERTIFICATE HOLDER 6A:9-17.1(c)

All certificate holders shall report if they are arrested or indicted for any crime or offense to their Chief School Administrator within fourteen (14) calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder must also report to their Chief School Administrator the disposition of any charges within seven (7) calendar days of disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. 6A:9-17.5.

CODE OF CONDUCT – See Student/Parent Handbook

COMMUNICATIONS

The district has provided you with an email address and a voicemail in order to maintain an open line of communication. Email and voicemail must be checked, at a minimum, once daily. All emails and telephone messages need to be responded to within a 24-hour period. Frequent communication is paramount to a child's academic success. We urge you to maintain frequent communication with ALL of your students' parents. You are required to communicate no less than three times per marking period if a student is receiving a C or less (or the equivalent in younger grades) in any subject. This does not include parent/teacher conferences, a letter in the backpack, and/or a note written in the agenda. Sufficient communication includes telephone calls home that are logged, email correspondence that the parent receives and responds to, or any other type that can be verified. Regular calls need to be made to students regarding attendance issues (absences and tardy arrivals). Please call home, until you make contact, after every 5 unexcused absence and/or tardy. Middle school teachers will call home for their specific homeroom. After 9 unexcused absences or tardy arrivals, please refer to I & RS with all your call logs. I & RS will host a meeting with parent/guardian and teacher. After every 10 unexcused absence and/or tardy truancy papers will be filed with the court. This new system will not preclude the Code of Conduct procedures for handling tardy arrivals and absences and the consequences given.

DISCIPLINE

Please see the Code of Conduct in the Student/Parent Handbook. Classroom rules, procedures, and consequences (both positive and negative) need to be established at the start of the school year. These should be posted and reviewed frequently as necessary. Remember: you are the first line of defense and you do not want to relinquish your power unless absolutely necessary. In the rare instance a child is too disruptive, please call the main office and an administrator will be sent to your classroom to assist you. **NO STUDENTS MAY BE THROWN OUT OF YOUR CLASSROOM!** The first time a parent needs to be called due to a child's behavior should not be by an administrator.

Teachers may approach classroom management in a variety of ways but will always strive to be firm, fair, and aware of the pride and dignity of every student. Praise for positive behavior will be specific, genuine, and generous. Any criticism or concern will address the child's behavior rather than the child himself. Rules will be developed to ensure a safe and respectful classroom environment. Our aim is to change behaviors for a lifetime rather than the moment.

DISMISSAL

Please read carefully the Dismissal Procedures listed in the Student/Parent Handbook and on forms sent home for the first day of school. Students need a documented plan. Many students are not picked up in a timely manner at dismissal time. Teachers will no longer be bringing their students to the main office to call home. Please be sure that you have an updated list of telephone numbers with you. Please communicate with the main office to alert Samantha and Andrea of who has not been picked up so we are aware of the parents/guardians to expect. Phone calls home should be made from your classroom telephone. At 3:15 PM, any student not picked up may be brought to the main office.

DCP&P

Division of Child Protection and Permanency, DCP&P (formerly the Division of Youth and Family Services, DYFS), is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety, permanency and well-being of children and to support families.

DCP&P is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment.

The Child Abuse Hotline (State Central Registry) receives all reports of child abuse and neglect 24 hours a day, 7 days a week. Reports requiring a field response are forwarded to the DCP&P Local Office who investigates. As a public school employee, you are a mandatory reporter, which means if you suspect abuse or neglect you **MUST** report it. Failure to report can be punishable by law. The hotline to report is 1-877-NJ-ABUSE.

EMERGENCY PLANS

Emergency Plans and all corresponding copies are to be kept in your room, but the location of said plans reported to the Main Office, via the memo, and are due on September 15th. The plans should include three (3) full days of plans to be used by a substitute in the event your plans are not available. You must have all copies made to support the plans. The location of where these copies can be found must be indicated in your plans. Please include a copy of your class list, your schedule, and a set of procedures for the substitute to follow (e.g., taking attendance, the lunch count, saluting the flag, students with medical problems, basic skills students, emergency drill information, dismissal plans, duties). Please refer to the memo included in your opening packet. These plans need to be updated if used and/or throughout the year to ensure relevance.

FACULTY MEETINGS

Faculty meetings are typically scheduled for Wednesdays at 3:00 PM. Location to be determined. Please do not plan outside appointments or extra curricular activities on those days. Please note the dates in the memo provided and schedule appointments accordingly.

FIRE DRILLS/OTHER EMERGENCY/SECURITY DRILLS

Schools are required to hold a minimum of two of each of the following security drills.

In continuation of the safety and security program in the Beverly City School, we will be conducting unannounced lock-down and fire/evacuation drills. One of each will be conducted within the first 2 full weeks of the school year.

Below are some steps to review with your students as early as possible:

- Students and staff all over the nation are practicing a variety of safety drills in an effort to be prepared for any emergency situation that may arise.
- Although Beverly City School is a very safe place for students and teachers to be, we are constantly working on improving procedures to make it even safer.
- In an effort to be prepared for any school-wide emergency, we are going to begin practicing a number of safety drills. It is very important that students take these drills seriously and listen carefully to their teachers during the drill.
- All students should know what to do if in a bathroom, hallway, or other location during any of the below mentioned drills.
- During a lock-down drill, students will be asked to move in silence to a predetermined safe area of the classroom and wait for instructions from the teacher in charge. In order to alleviate any of the student anxieties, you can use the Three Little Pigs as a reference: sometimes, like in a fire, we need to EXIT the building to stay safe. But other times, like in the Three Little Pigs, we have to stay inside to be safe.

1. FIRE DRILLS/EVACUATION:

FIRE/EVACUTION DRILL Procedures

- EXITS MUST BE POSTED IN EACH ROOM.
- Teachers should exit with their classes to their designated locations-follow map or exit list.
- Please bring red/green attendance cards during the drill. In a true emergency, all students' items should be left behind so you can evacuate immediately.
- Classrooms should not be locked—just EXIT the building quickly! Doors should be closed!!!
- Attendance should be taken once you reach your final evacuation site (followed by holding up your red or green sign). Then take attendance again once you are back inside the classroom. If you are missing any students inside the classroom, notify an administrator immediately.
- **Teachers should lead the students to the designated location; however, please be vigilant of the back of your line.**
- The use of cell phones is prohibited during a drill or actual emergency.
- Please remain in quiet straight lines until given the ALL CLEAR signal to return to the building. Please return to the building following the same route.
- Students should remain silent until back in their seats in the classrooms.

2. ACTIVE SHOOTER:

An active shooter or armed assault on school grounds involves one or more individuals' intent on causing physical harm to students and staff. Intruders may possess "weapons," which include but are not limited to: gun(s); assault rifle(s); explosives(s); knife (knives) and including all other edged weapons; or other harmful devices. An active shooter situation is when one or more subjects are believed to be armed/has used/has threatened to use a weapon to inflict serious bodily injury or death on other person(s) and/or continues to do so while having unrestricted access to additional victims; their prior actions have demonstrated their intent to continuously harm others; and their overriding objective appears to be that of mass injury and murder.

LOCK-DOWN DRILL Procedures

- Please take the following steps once you hear the following announcement: LOCKDOWN, LOCKDOWN, LOCKDOWN. (Please note that there is not one designated person making this call so be prepared to hear different voices making the announcement.)
 - Make a quick check of the hallway and bring any students left in the hallway into your classroom.
 - Doors should be locked at all times with the “Door Blok” in place. Remove the “Door Blok” so door is closed and locked.
 - Cover the glass in the door with the shade.
 - Leave the shades to the windows as they are.
 - Turn off the lights.
 - Gather children and yourself away from the doors and windows. Everyone should be out of sight and crouched low to the ground away from the doorway. Children should be instructed to remain silent until the drill is over.
 - Once the door is locked, **do not open it for anyone.**
 - Any adult in the hallway needs to go to the nearest safe haven. **Doors are not to be unlocked for anyone, even if you recognize the voice.**
 - Tell your students what they should do if they are not with you when they hear the announcement – hide in a bathroom, etc.
 - **DO NOT COME OUT OF LOCK-DOWN, EVEN IF YOU HEAR AN ANNOUNCEMENT. Wait for someone to come and unlock your door. In a real lock-down situation, the police will evacuate you.**
 - DO NOT exit your safe place if you hear the fire alarms.
 - It is literally, hide and seek for your life.

Calling a Lockdown (to be utilized in an **EMERGENCY** situation only and **NEVER** to be shared with students):

ALL call from any **school phone**:

1. Dial 100
2. Listen for beep
3. Press zero (0) zero (0)
4. Wait for the ding on overhead speaker and then announce: “**Lockdown, lockdown, lockdown!**”

ALL call from **any** phone:

1. Call school number – 1.609.387.2200
2. When you hear Liz’s voice – press 100
3. You’ll hear, “I will now connect you,” then listen for beep
3. Press zero (0) zero (0)
4. Wait for the ding on overhead speaker and then announce: “**Lockdown, lockdown, lockdown!**”

Non-Negotiables:

- You may NOT open/hold any door for anyone. Safety first, manners second. Please instruct students of this rule.
- When not in your room, doors locked and closed, shades down. All shades up when in room.
- Never leave your computer unattended while logged into Genesis. Make sure you log out and Ctrl + Alt +Delete to lock your computer.
- Keys must be left in mailbox every evening for guest teachers.
- You must provide a written list of your visitors to the main office prior to their visit.
- No person may exit any door except main office doors with the exceptions of recess and PE classes.
- Visitors will have badges displayed and these will be returned to the main office – this includes workers. It is your job to question visitors.
- You can call 911 or announce a LOCKDOWN from any phone – all responsible – like DCP&P – you are all mandatory reporters!
- If going outside, **MUST** have walkie-talkie.

3. **EVACUATION (NON-FIRE):**

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. A variety of situations may require evacuation ranging from natural events (eg, flooding) to man-made situations (eg, bomb threats, loss of power, gas leaks). All of these events pose a danger to the building occupants.

It is the responsibility of the Chief School Administrator to order an evacuation if the threat is deemed immediate, credible, and reasonable. The Chief School Administrator must also notify emergency responders so that they are aware of the situation and may take appropriate action. If reasonable cause does not exist, the Chief School Administrator should consult with law enforcement and emergency responders about ordering an evacuation of a school building. If law enforcement identifies any situation that would lead

a reasonable person to believe that the occupants are exposed to a significant risk or the threats are reasonably confirmed, law enforcement shall order an evacuation.

Regardless of the underlying cause that necessitates the evacuation, it is the responsibility of law enforcement and other emergency services to respond to and to assist in the orderly and safe evacuation of a school building when the need arises. Once an evacuation occurs, law enforcement has the responsibility of advising the Chief School Administrator of the extent of their specific efforts, their findings, and when their efforts are concluded. After considering the information supplied to them by law enforcement, the final decision to reoccupy the facility rests with the Chief School Administrator.

4. **BOMB THREAT RESPONSE:**

The primary concern in a bomb threat situation is the safety of the building occupants. The Chief School Administrator plays a major role in responding to bomb threats. It is the responsibility of the Chief School Administrator to order an evacuation if the bomb threat is deemed credible and reasonable. If reasonable cause does not exist, the Chief School Administrator should immediately consult with law enforcement about ordering an evacuation of a school building. The Chief School Administrator has 3 options when faced with a bomb threat: 1) assess and decide that the threat is not credible, 2) evacuate the building immediately, or 3) search and evacuate the affected area. When a school has been evacuated and a device has not been found, it is the responsibility of the Chief School Administrator to order the re-occupancy of the school based upon the information provided by law enforcement officials.

It remains the responsibility of law enforcement to take each of these threats seriously, respond to the scene when called, assist in evacuating the school building (if necessary), conduct thorough investigations, coordinate the search of the building, and advise the Chief School Administrator of the findings of the search and status of the bomb threat.

Due to the danger of possible bomb detonation from radio or cell phone transmissions, all radio and cell phones at the scene should be turned off. The Chief School Administrator and the law enforcement official are encouraged to confer with one another when determining their communications protocols. This will ensure safe and efficient handling of school bomb threat events.

All threats must be taken seriously and immediate action taken. When teachers hear "EVACUATE":

- Evacuate the building
- No school bags
- Do NOT use cell phones!

5. **SHELTER IN PLACE DRILL Procedures**

Once you hear the following announcement:

"SHELTER IN PLACE"

Please take the following steps:

- Make a quick check of the hallway and bring any students left in the hallway into your classroom.
- Instruct students, if they are in the restroom, to return immediately to the closest classroom. Allow students into your room that are not necessarily your students.
- Close your doors.
- You may continue to instruct students, but you MAY NOT allow any children to leave for the nurse, bathroom, or exit for lunch or special.
- NO ONE SHOULD BE IN THE HALLWAYS FOR ANY REASON. This includes teachers on a prep. You must remain in a room during the drill/emergency.
- Once the drill is over, you will hear an announcement that the "Shelter in Place Drill is Over." You may then resume your normal schedule.

GRADES

Refer to the Student/Parent Handbook for specific grading information, interim report dates, report card dates, and marking period dates.

HEALTH OFFICE PROCEDURES

Nurse's Pass

A nurse's pass **must** accompany every child that is sent to the health office. Please write the passes yourself, specifying the first and last name of the student, the time, and the exact nature of the complaint. Example: John Doe, Mrs. Teacher, 11:00 AM, fell and scraped right knee.

Although this sounds like a great deal of work, please bear in mind that it is essential for mandated record keeping. The school nurse will be providing everyone with a Nurse's Pass, which you will need to make copies of and a memo outlining specific procedures.

Health Office Hours

The health office is closed for one hour everyday to administer medications, prep, and lunch. This time has yet to be determined. After the medication schedule is determined an email/memo will be sent notifying you of the time. Please do not send students to the health office during this time. If you are having an emergency, please call the main office.

Student Medical Issues

It is the responsibility of the individual staff member to touch base with the school nurse to educate themselves regarding any medical issues of students within the class.

Physical Education Restrictions

Please send all notes regarding physical education restrictions to the nurse when you receive them. A child excused from physical education may NOT go out for lunch time play.

Every child coming into the classroom with a noticeable injury, including an ace bandage, sutures, a cast, sling, brace, etc. should be sent to the health office before school begins. The nurse will assess the injury and contact the parents to determine removal from physical activity. If a child is wearing a cast, sling, ace bandage, brace, or has sutures, he/she may not be on the playground for any reason.

Worker's Compensation

Any injury to an employee that occurs on school property or while performing job related duties MUST be reported to the building administrator or supervisor IMMEDIATELY by the employee. All injuries must also be reported to the school nurse as soon as possible. It is the responsibility of the employee to notify the compensation carrier.

Bloodborne Pathogens

There are many diseases carried by blood. The two most common are the hepatitis B virus and the human immunodeficiency virus (HIV). Bloodborne pathogens can cause infection by entering your body in a variety of ways, including open cuts, nicks, skin abrasions, dermatitis, and the mucous membranes of your mouth, eyes, or nose. Contaminated surfaces are a major cause of the spread of hepatitis. Hepatitis B virus can survive on environmental surfaces dried and at room temperature for at least 1 week. The key to preventing infection is understanding the danger you face and knowing how to protect yourself.

Five major tactics reduce your risk of exposure to bloodborne pathogens on the job. They include:

- Engineering control
- Work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccine

One of the most effective work practice controls is AVOIDANCE. Use GLOVES and replace disposable single-use gloves as soon as possible. If an infectious material gets on your hands, the sooner you wash it off the less chance you have of becoming infected. Handwashing keeps you from transferring contamination from your hands to other areas. Report any exposure to the school nurse PROMPTLY. All employees will utilize *Universal Precautions*. *Universal Precautions* is an infection control method that requires employees to assume that all human blood and body fluids are infectious. If a child vomits, urinates, or has a bloody nose in your classroom and you need a custodian to clean the area, please call the office and the office will notify the custodian. Do not clean it yourself – do not cover with paper towels.

HOLIDAYS TO BE OBSERVED IN THE CLASSROOM

You must observe each of the following holidays; observation exercises need to be noted in your lesson plans. If the actual date falls on a weekend, please observe the Friday preceding the date.

September 13 -	Commodore John Barry Day
September 17 -	Constitution Day
April 24 -	Arbor Day
June 14 -	Flag Day

Last school day preceding:

Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Decoration or Memorial Day

Indigenous People's Day
Veterans Day
Thanksgiving Day
Juneteenth

In an effort to help you comply with the United States Constitution and create a school environment that celebrates diversity by respecting differing points of view concerning religion, we offer the following suggestions.

- **General Rule:** When a school does choose to acknowledge the December holidays, it is essential that the school must never appear to endorse religion over non-religion or one particular religious' faith over another.
- **Public schools must remain free from activities that could involve religious coercion.** Because of their young age, students are particularly impressionable and susceptible to pressure to conform to the beliefs of the majority. Schools must take care to avoid endorsing the beliefs, practices, or traditions of the majority religion.
- **Schools must be careful not to cross the line between teaching about religious holidays (which is permitted) and celebrating religious holidays (which is not).** Celebrating religious holidays in the form of religious worship or other practices is unconstitutional. Teaching about a holiday will be constitutional if it furthers a genuine secular program of education, is presented objectively, and does not have the effect of endorsing, advancing, or inhibiting religion.
- **Special school events, assemblies, concerts, and programs must be designed to further a secular and objective program of education and must not focus on any one religion or religious observance.** Thus, religious music or drama may be included in school events, but the reason for including that music must be to advance a secular educational goal. Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.
- **Religious symbols are not appropriate seasonal decorations in public schools.** The classroom and school premises are the place where children spend the majority of their day. It is important that all students feel comfortable and accepted in their school. Symbols of religious holidays may make some students uncomfortable and unwelcome because their holidays and traditions are not represented or because they do not celebrate religious holidays at all.
- **In an effort to be ecumenical, it is not advisable to rely on information provided by a representative child of a minority religion.** Students should not be put on the spot to explain their religious (or cultural) traditions. The student may feel uncomfortable and may not have enough information to be accurate. Moreover, by asking a student to be spokesperson for his/her religion, the teacher is sending a signal that the religion is too "exotic" for the teacher to understand.
- **Remember: diversity includes religious diversity.** In designing holiday programming, it is essential to keep in mind that the children entrusted to your care likely have widely divergent religious points of view. The way you approach the December holidays will determine whether those children whose religious views fall outside of the majorities are made to feel welcome and comfortable in their school building or whether they will feel as if they do not belong.

IEP & 504's

In accordance with state law, teachers are responsible for reading and implementing the individualized education program (IEP) of all classified children and 504 plans for children in their classroom. They are confidential. All modifications are to be implemented carefully and accurately. Special area teachers are required to read ALL IEPs Access to IEP's is available through Genesis.

INTERNET ACCEPTABLE USE FOR FACULTY/STAFF

FACULTY/STAFF RESPONSIBILITIES:

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA), the district filters Internet access on all devices capable of accessing the Internet. The district recognizes that no technology measure can block 100% of the undesirable content, and emphasizes the importance of staff supervision in monitoring student use. It is also the responsibility of all staff to:

- Guide students in the selection and evaluation of educational materials.
- Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
- Help students develop safe practices while learning in an online world, particularly when the educational experience involves chat rooms, email, and other forms of direct electronic communications.

UNACCEPTABLE USES OF THE INTERNET/WIRELESS

1. General school rules for behavior and communications apply to the use of telecommunication systems, including those regarding sexual harassment. The telecommunications system should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. End-users shall not disclose the personal information of minors without authorization.
3. The use of telecommunication systems to access and/or distribute objectionable material is prohibited. Prohibited material includes that which is pornographic, material harmful to minors, and/or obscene.
4. The use of telecommunications systems for illegal activity is prohibited.
5. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks.
6. Telecommunication systems shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way.
7. End-users shall not use District telecommunications systems for business or commercial purposes.
8. End-users shall not use telecommunications systems to gain or attempt to gain unauthorized access to internal or external systems.
9. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts.
10. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
11. End-users shall not use the Internet for personal purposes (personal purposes may include but are not limited to: hotel/trip reservations; accessing personal emails; shopping) except for before (7:55 AM) and after school (3:15 PM) or during your assigned lunch period.
12. Workstations or devices using the school's wireless Internet network, including those owned by staff, are subject to the Internet User Contract adopted by the Board of Education. By choosing the school's wireless internet service, staff agree to abide by the terms of this policy.
13. Printing and file saving to the Beverly network is not available to guest wireless users.
14. Portable devices owned by staff may access the internet. The school reserves the right to apply certain conditions to wireless internet sessions. Examples of such conditions include but are not limited to: bandwidth usage limits, concurrent user limits, and filtering.
15. All wireless sessions are filtered. Staff are required to abide by the school's policy and not disable any filtering software.
16. The school is not responsible for any personal electronic equipment. Technical assistance is not available to users for configuration of personal devices to gain access to the wireless network.
17. The Beverly City Board of Education makes no guarantee with regard to network availability and does not guarantee a secure connection. Staff using the school's wireless internet service agree that the Board of Education will not be held liable for any damage to personal hardware or software, or for virus infections or other consequences caused by downloads while using the network. Staff agree to indemnify and hold the Beverly City Board of Education harmless from any and all liability.
18. Staff members may be held liable if they, knowingly or not, compromise the network with a virus or hacker program with their own equipment.

INTERVENTION & REFERRAL SERVICES (I&RS)

Students experiencing academic and/or behavioral difficulties may be referred to the Intervention and Referral Services (I&RS). This committee meets monthly and consists of the following members:

- Ms. Kerri Lawler
- Ms. Peg Gunkel
- Ms. Caitlin Stone
- Ms. Lois Harmon
- Ms. Chelsea Light
- Ms. Joanne Mills
- Ms. Alyssa de la Pena

The purpose of the committee is to brainstorm solutions for students' behavioral, academic, and health issues that are impeding their success in school.

Referring Teacher Checklist

Teachers are encouraged to refer students to the I&RS team after following these steps.

1. Contact your grade level liaison to schedule a liaison team meeting.
 - Pre-K – Dorann Foglio
 - K-2 – Maldonado
 - 3-5 - McCloskey
 - Middle School (6-8) – Lisa DiPace
 - Related Arts – meet with the student's grade level liaison
2. At that meeting, develop an action plan with your liaison and your liaison's team. See below for team list.

3. Distribute the action plan to the teachers who are involved with this student.
4. Follow the action plan and track the data associated with your action plan for at least three weeks.
5. If the interventions in the action plan are unsuccessful, then obtain an I&RS initial referral packet from the main office and complete.
6. Return the initial referral packet by the date listed on the calendar on the opposite side of this document. In addition, turn in liaison action plan with data collected.
7. Triage will assess all forms and notify you of your student's status.

LESSON PLANS

Please make weekly plans available through Oncourse on Mondays by 8:00 AM. Please refer to the memo in your opening packet with all requirements. Plans should contain 3-part objectives, activities, and evaluation for all subjects. They need to indicate the NJ Student Learning Standards for each subject area. Revised plans are due 24 hours following a revision request. Email administration to say the plans have been revised.

LUNCHTIME

Teachers and staff are expected to sign out/in at the Main Office when leaving the building at lunchtime. Teachers and staff should not leave the building at any other time. You may ONLY enter and exit through the doors located by the main office, Door A for the main building and Door N for the Annex.

PEANUT/TREE NUT ALLERGY

You will receive a memo from the nurse regarding students having severe allergies in your class. As in the past, the Beverly City School District is entirely nut/peanut free. This includes the faculty/staff lounge. You or any of your students may not bring in any item that contains nuts or is processed in a facility with nuts.

PERSONAL BELONGINGS

Please lock your classroom when you leave! Do not leave any money or items of value in your desk drawers at any time. Please remember to be careful of purses (don't leave them around). If you have collected money for any event, you must have it placed in the Main Office on the SAME day it is collected.

POLICIES

A brief description of policies may be found in the appendix attached. The full set of policies are available for you to access online at www.beverlycityschool.org.

PROGRESS REPORTS

If a student is performing unsatisfactorily in any subject, it is essential that parents be notified. Progress Reports should be sent home midpoint into the marking period. (See dates for sending Progress Reports under "Marking Period Dates"). Teachers should also notify parents when students are doing exemplary work.

RECORD KEEPING

Teachers should keep written records of all parent contact, including date and content of telephone conversations or meetings. This should be saved from year to year. Any reports requested (ie, BSI, Academically Talented, student documentation, or curriculum-related matters) need to be compiled neatly and presented in an organized manner.

REIMBURSEMENT

Teachers must seek permission prior to purchasing any item if you are expecting to be reimbursed. All orders should be submitted three weeks prior to the next board meeting so it can be purchased with a Purchase Order. This is standard operating procedure and should be adhered to. We do recognize that on rare occasion a teacher may need to purchase something using their personal funds. Teachers must fill out a request for purchase for any items they would like to buy before they are purchased. Items purchased without prior approval will not be reimbursed.

RELATIONSHIPS WITH STUDENTS OUTSIDE OF SCHOOL:

Staff members should not have private relationships with students (current and former) outside of the school building. No staff member should ever put a student into their private vehicle.

REPORT CARDS

See the Student/Parent Handbook. Our parent portal began in September 2013. This should be introduced and demonstrated to ALL parents/guardians at Open House. It is your responsibility to ensure that grades are inputted accurately and in a timely manner.

SUPERVISION OF PLAYGROUNDS, HALLWAYS & CLASSROOMS

Students MUST be under supervision at ALL TIMES. A teacher's absence from his or her area of supervision does not relieve the teacher of responsibility. Absence may be proven as neglect, and the liability then falls on the teacher. The teacher should NOT leave the area in which he or she is supervising students. Remain with your students at ALL times.

TITLE IX

The Title IX Officer for the 2023-2024 school year for Beverly City School District is Dr. Elizabeth C. Giacobbe.

POLICIES:

#1550 – “Nondiscrimination/Affirmative Action” (Administration)

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

#3370/4360 – “Tenure (Certificated & Non-Certificated)”

The Beverly City Board of Education recognizes that the benefit of tenure is conferred by law on staff members who have completed the requisite period of probationary service in this school district. The Board also recognizes that certain service does not qualify the staff member who performs that service for the grant of tenure.

#3362 – “Nondiscrimination/Affirmative Action”

Affirmative Action

The Beverly City Board of Education guarantees to all persons equal access to all categories of employment, retention, and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information, or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or non-renewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

Sexual Harassment

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any terms or condition of employment of an employee. Sexually harassing conduct committed by nonsupervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

#3150/4340 – “Grievance Procedure Regulation”

In keeping with federal/state antidiscrimination legislation, the Beverly City Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints.

#8320 – “Personnel Records”

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Beverly City Board of Education recognizes that there is a distinction between those personnel records that are clearly a matter of public concern and those that must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

#3130/4130 – “Assignment; Transfer (Certificated & Non-certificated)”

The Beverly City School Chief School Administrator shall make staff assignments and transfers in the manner best calculated, in his/her judgment, to enhance the educational program.

#3222 – “Supervision (Certificated)”

The Beverly City Board of Education acknowledges that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Core Curriculum Content Standards.

#3222 – “Evaluation (Certificated)”

The Beverly City Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

#3112 – “Reduction In Force/Abolishing a Position”

The Beverly City Board of Education has the right under state law to abolish unilaterally any existing position in whole or in part and to reduce the number of employees in any category for reasons of economy, reduction in the number of pupils, change in the administrative or supervisory organization, change in the educational program or other good cause.

#3142 – “Nonrenewal”

The Beverly City Board of Education shall renew the employment contract of a nontenured teaching staff member by a recorded roll call majority vote of the full board only upon the recommendation of the Chief School Administrator. A nontenured teaching staff member who is not recommended for renewal by the chief school administrator shall be deemed nonrenewed. Written notice of nonrenewal of employment will be sent to the employee by the Board Secretary. This notice will be given by the date specified by law.

#3150 – “Standards for Staff Discipline (Certificated & Non-Certificated)”

The Beverly City Board of Education directs all staff members (teacher and support staff) to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies, and regulations will be subject to discipline.

#3152/4152 – “Withholding an Increment (Certificated & Non-Certificated)”

Advancements on the salary guide, including annual employment and adjustment increments, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee's performance of assigned duties, a satisfactory attendance record, and adherence to the rules of this district and high standards of professional conduct.

#3214 – “Conflict of Interest”

An employee of the Beverly City Board of Education shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of his/her duties.

#3216 – “Conduct and Dress”

The Beverly City Board of Education expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

#3281 – “Inappropriate Staff Conduct Procedure Regulation”

Inappropriate conduct by a school staff member will not be tolerated by the Beverly City Board of Education. The Policy and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

#3218 – “Employee Substance Abuse”

General - All Employees

The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action, which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the Beverly City Board of Education.

#3437 – “Military (Certificated & Non-Certificated)”

The Beverly City Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

#4211 – “Recruitment, Selection & Hiring”

The Beverly City Board of Education shall appoint all staff members only from nominations made by the Chief School Administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The Chief School Administrator shall adhere to the following in recruiting and interviewing candidates – see policy for details.

#4220 – “Supervision (Non-Certificated)”

The Beverly City School Chief School Administrator shall ensure development of procedures for observation and supervision of all employees so that optimum support is provided for the educational program.

#4220 – “Evaluation (Non-Certificated)”

The Beverly City School Chief School Administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

#5500 – “Conduct/Discipline”

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. See policy for details.

#5512 – “Harassment, Intimidation and Bullying”

The Beverly City Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

#2416/5752 – “Married/Pregnant Pupils”

No pupil, whether married or unmarried, who is otherwise eligible to attend the district's school shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

#5751 – “Sexual Harassment of Pupils”

The Beverly City Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in sexual harassment by school employees, other pupils (peers), or third parties.

#2260/5750 – “Equal Educational Opportunity”

The Beverly City School District shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity

#5750/5755 – “Nondiscrimination/Affirmative Action” (Instructional)

No pupil enrolled in the Beverly City School District shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, nonapplicable disability, or because of genetic information or refusal to submit to or make available the results of a genetic test. The Affirmative Action Team as led by the Affirmative Action Officer shall be responsible for planning, implementing, and monitoring the district's affirmative action program with respect to school and classroom practices.

#5842 – “Physical Education and Health”

The Beverly City Board of Education directs that the district's curricular and extracurricular programs of physical education and activities comply with the district's affirmative action resolution and equity plan for school and classroom practices as stipulated in policy. The Board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the Core Curriculum Content Standards.

#2360/2361 – “Internet Safety and Technology”

The Beverly City Board of Education shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

#2110 – “Extracurricular Activities”

The Beverly City Board of Education believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

#2430/2431 – “Intramural, Interscholastic Competition”

The Beverly City Board of Education considers all competitive extracurricular activities--academic, artistic and athletic--an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

#1540 – “Code of Ethics”

The members of the Beverly City Board of Education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics.

APPENDIX A

Paraprofessionals

Carefully read the Student/Parent and Faculty/Staff Handbook as information is not duplicated in this Handbook and you are responsible for knowing and adhering to policies and procedures found in all. Memos have also been included in your opening packet to provide further explanations of specific policies and procedures. All Board of Education Policies and Regulations are accessible from our website. Print a copy of the last page, sign and return to the main office no later than 15 days after your hire date.

ARRIVAL/DISMISSAL

Your specific start and end times are on your individual schedules. Please note that for any delayed openings, you are to report at 10:00 AM and for any early dismissals, you are to report at 8:00 AM and stay until 12:30 PM.

CELL PHONE USE

Under no circumstances should you be using your cell phone. If there is an emergency need, please seek guidance from an administrator. If you are seen using your cell phone anytime other than your lunch, disciplinary action will be taken.

DURING CLASSES

You are expected to stay with your students' the entire time they are in their class. You are to support the teacher and remain active the entire class period. Do not leave the class under any circumstances except for personal emergency situations where you notify the classroom teacher of your need to leave the class.

ONE-TO-ONE PARAPROFESSIONALS

The job of One-to-One Paraprofessional is for the purpose of providing support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with special needs in the academic setting; assisting in implementing plans for instruction; monitoring student behaviors; and providing information to appropriate school personnel. You are to never leave your assigned student under any circumstances. You are to be with the child at all times throughout the school day. If you need to be excused for any reason, please tell the classroom teacher so arrangements can be made. If the student you are responsible for is not present, please report to the main office immediately to be reassigned. If the child you are assigned to leaves early, please escort the student to the main office and await reassignment.

PERSONAL DAY REQUESTS/SUBSTITUTE INFORMATION

Please complete the request on the Red Rover app and the Personal Day Request Form that is available in the main office, at least 24 hours prior to the date you wish to be absent. No personal days will be granted the day before or the day after a vacation or long weekend. Any staff member absent on the day before or after a vacation may be requested to submit a doctor's note. Any staff member absent 3 or more days may be required to submit a doctor's note

PRE-KINDERGARTEN PARAPROFESSIONALS

If there is any issue with a student's lunch or you need additional condiments/utensils/etc. please call the extension for the Kitchen directly (ext. 217). These will be brought directly to you as no Pre-Kindergarten room should be left with only one adult during lunches.

SIGNING IN AND OUT

Every day it is imperative that you sign in upon your arrival and sign out upon your departure. If you leave the building during your 30 minute lunch, you are required to sign in and out.

SUPERVISION OF PLAYGROUNDS, HALLWAYS & CLASSROOMS

Students MUST be under supervision at ALL TIMES. A paraprofessional's absence from his/her area of supervision does not relieve the paraprofessional of responsibility. Absence may be proven as neglect, and the liability then falls on the paraprofessional. The paraprofessional should NOT leave the area in which he or she is supervising students. Remain with your students at ALL times.

Handbook Compliance Form

2023-20234 School Year

I, _____, the undersigned employee of Beverly City School, do hereby acknowledge that I have read and understand the contents of both the **Student Handbook** and **Staff Handbook** for the school year.

I further understand that I have an obligation to myself and the district to familiarize myself with all of its contents.

Should you have questions regarding this document, please see Dr. Elizabeth Giacobbe, Ms. Kerri Lawler, and/or Dr. Joe Campisi.

Name: _____

Position: _____

Signature: _____

Date: _____

Jennifer Barrientos
Special Education Teacher and New Staff Developer
Beverly City School

Dr. Elizabeth Giacobbe
Superintendent of Schools
Beverly City School
601 Bentley Avenue
Beverly, NJ 08101

Ms. Kerri Lawler
Director of Curriculum
Beverly City School
601 Bentley Avenue
Beverly, NJ 08101

August 17, 2023

Dear Dr. Giacobbe and Ms. Lawler:

This letter will serve as a proposal for the year-long support I will conduct for new staff at Beverly City school; specifically, teachers new to the profession for the 2023-2024 school year. This year, I plan to work closely with mentor teachers that have proven exceptional practices in the classroom, to support our new staff in increasing their teaching capacity and teacher retention. Specific areas of focus will be classroom management and student behavior, time management, small group instruction and avoiding burnout. It also serves as a proposal to begin reviewing and increasing the effectiveness of Beverly City Schools disciplinary structure and implement restorative practices. Through both new teacher support and the analysis of the disciplinary methods, teacher capacity for developing positive student relationships will be established.

For the first day of the school year for our new staff, I will present our school orientation with another staff member and begin support through answering questions, being available after-hours for questions and with setting up classrooms during the weeks before students arrive. I will ensure that teachers understand first-week expectations and where to find any resources necessary within our school. I will serve as a "catch-all" resource for new staff.

Each month, I will coordinate time for each new teacher to observe veteran teachers (teachers will be pre-approved by the administration and new teachers will need to use their prep time) to view great teaching practices in real-time. I will then conduct a short post-observation meeting with the new teacher to find ways to implement new strategies. This will be tracked through internal hours tracking by myself, and shared with Dr. Giacobbe and Ms. Lawler.

In addition to in-class support when possible, I plan to meet with teachers at their convenience such as during their planning period, before or after school or virtually (asynchronous short videos or google meets) to reinforce expectations and teaching strategies throughout the year. While this is a tentative plan, on-demand training and support or direction from administration may change this plan timeline. Below are the following tentative topics and focus for each month:

August/September: New staff orientation, classroom setup and ongoing support for the start of the school year. The focus for August is teacher-student relationships and goal setting. The focus for September is pacing, resources, begin veteran teacher observations, learning Beverly City culture

October- Small group strategies: creating your small groups, picking appropriate mini-lessons

November- Maximizing teachable moments, avoiding “opt-out” situations

December- Understanding evaluations

January- Starting fresh & student behavior

February- Using student data to inform instructional practices. Collecting data for meaningful interventions for students in the I&RS process.

March- Avoiding burnout (asynchronous)- This PD was created through the training I received with the Breathe-Ease Trainer program through the University of Kentucky. It was a multi-year program where special education teachers (specifically teachers that faced serious behaviors in their classrooms) were trained to proactively spot teacher burnout and support teachers with strategies to combat burnout.

April- Preparing for NJSLA- resources, strategies and working with Catherine Simone (Math and Science) and Kerri Lawler (ELA) to adequately prepare students for state testing.

May- Tentative PD/Training: May is normally hard to schedule time due to testing, this will likely be an individualized month to support each teacher’s needs.

June- Lessons learned, ending your year strong

Restorative Practices: Beverly City School District is driven to provide equitable disciplinary practices that support student growth and mental health. In addition to new teacher support, I will be reviewing our school disciplinary practices and begin implementation of restorative practices with the Director of Pupil Services, Dr. Campisi. This will consist of meeting with the director, using my planning period to build disciplinary structures and equitable consequences, assisting in student relationship restoration and training teachers on new strategies and practices.

Payment: \$1,000 per month, starting with September, to not exceed \$10,000 in Title IV Part A grant funds

Kerri Lawler, Director of Curriculum

Jennifer Barrientos, Teacher

POLICY GUIDE

PROGRAM

2419/page 1 of 3

School Threat Assessment Teams

Jun 23

M

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 shall be multidisciplinary in membership and, to the extent possible, shall 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 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.

PROGRAM



POLICY GUIDE

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 of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with 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.

PROGRAM



POLICY GUIDE

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 shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. 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.

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.

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

Adopted:

