BEVERLY CITY SCHOOL DISTRICT

BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School	**6:00 PM**
February 20, 2020	**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 January 28, 2020. A copy was also submitted to the Beverly Post Office.

Public agendas are available on the table as you enter the room. There is one full copy of the support documentation located in the binder next to the agendas. Please feel free to examine the binder, but please do not remove any items as a courtesy to other members of the public. Copies of all documents are available from the Business Office during regular business hours.

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 ersonnel. 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.

BEVERLY CITY SCHOOL DISTRICT

2. Pledge of Allegiance

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

3. President opens meeting

4. Board Member Comments on the Agenda

5. Public Comment on Agenda Items Only

6. Student Recognition:

- Nylah Smith – Learner to Leader
- Sawyer Scutt – Upstander K-4th Grade
- Keira Smith – Upstander 5th-8th Grade

7. MOTION: To approve the minutes for the Regular meeting on December 18, 2019 and Re-organization meeting on January 9, 2020.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

MONTHLY FINANCIALS/CONTRACTS:

8. Consent Agenda:

The following action items A through I 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 November 2019: Balance on hand $3,602,111.50

Board Secretary's Month Certification

Budgetary Line Item Status

BEVERLY
CITY SCHOOL DISTRICT

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 November 2019, 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.

_____ _____

Sch. Bus. Adm./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 November 2019, 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 Secretary for the month ending December 2019: Balance on hand $3,710,239.39

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 December 2019, 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.

_____ _____

Sch. Bus. Adm./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 December 2019, 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.

C. MOTION: To accept the financial report of the Treasurer of School Monies ending November 2019.

D. MOTION: To accept the financial report of the Treasurer of School Monies ending December 2019.

E. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of November 2019.

F. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of December 2019.

G. MOTION: To approve the purchase orders in the amount of $491,839.93 for the month of February 2020.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $442,974.82 for the month of February 2020 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.

I. MOTION: To approve the gross payroll wages for the pay period ending January 15, 2020 in the amount of $167,614.23 and for the pay period ending January 31, 2020 in the amount of $173,533.56 in the total amount of $341,147.79 for the month of January 2020.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

FINANCIAL/CONTRACTS:

9. 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 Memorandum of Understanding between the Beverly City School District and the Beverly City Police Department.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Healthcare Providers Service Organization to conduct Speech and Language evaluation for Hard of Hearing in the amount of $800.00.

C. MOTION: BE IT RESOLVED, that the Board of Education approve to authorize affirmative action team to conduct an assessment and develop a Comprehensive Equity Plan.

BEVERLY
CITY SCHOOL DISTRICT

D. MOTION: BE IT RESOLVED, that the Board of Education approve the contract with Integrity Interpreting LLC, as Sign Language Interpreter in the amount of $65.00 per hour, .57 cents per mile for the 2019-2020 school year.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Karen Noble, Learning Disability Teacher Consultant Teacher of the Deaf and Hard of Hearing to conduct a learning evaluation in the amount of $750.00.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the dual use form for the 2019-2020 school year.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Marlene Saraiva, consultant to conduct a Psychological evaluation in Portuguese in the amount of $550.00.

H. MOTION: BE IT RESOLVED, by the Beverly City Board of Education to approve the amendment of the 2005 Long Range Facilities Plan to address the five-year reporting requirements and to be consistent with proposed school facilities projects. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

I.FOR A DEBT SERVICE AID (Educational) PROJECT:

BE IT RESOLVED, by the Beverly City Board of Education to approve the submission of the Addition and Alterations at Beverly City School to the New Jersey Department of Education, DOE State Project# 0380-025-20-1000, for review and Department approval of a "school facilities project" with debt service aid state funding which is consistent with the 2020 approved long range facilities plan. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district

J.FOR LRFP SUBMISSION:

BE IT RESOLVED, by the Beverly City Board of Education to approve the amendment of the 2009 Long Range Facilities Plan to address the five-year reporting requirements and to be consistent with proposed school facilities projects. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district."

K. MOTION: BE IT RESOLVED, that the Board of Education approve the estimated contract of RnB Design (see attachment).

L. FOR A DEBT SERVICE AID (non-educational) PROJECT:

BE IT RESOLVED, by the Beverly City Board of Education to approve the submission of the Renovation, HVAC and Electrical upgrades at Beverly City School to the New Jersey Department of Education, DOE State Project# 0380-025-20-2000, for review and Department approval of a "school facilities project" with debt service aid state funding which is consistent with the 2020 approved long range facilities plan. Further, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

BEVERLY CITY SCHOOL DISTRICT

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

PERSONNEL:

10. Consent Agenda:

The following action items A through K 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 Sub Caller List:

BE IT RESOLVED, that the Board of Education approve the Sub Caller List for the month of March 2020.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Regina Scott, Paraprofessional, Step #11, at the rate of $17.94 per hour, retroactive January 27, 2020.

C.MOTION: BE IT RESOLVED, that the Board of Education approve Glenn Dempster and Lori Genovesi as Spring Intramurals Club stipend position for the 2019-2020 school year in the amount of $810.00 each, Tier 3 in the total amount of $1,620.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Kathleen Kehlenbeck to conduct homebound instruction for 1 student in the amount of $40.00 per hour retroactive January 2, 2020.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Janice Watson, part-time custodian, effective February 10, 2020.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Kathy Tipton and Shannon Dennis as Running Club stipend position for the 2019-2020 school year in the amount of $40.49 per hour, Tier 4, effective April 6, 2020 to May 27, 2020 (Monday's and Wednesday's).

G. MOTION: BE IT RESOLVED, that the Board of Education approve Kathy Tipton and Brittney Kelley as Cooking Matters Club stipend position for the 2019-2020 school year in the amount of $40.49 per hour, Tier 4, retroactive February 4, 2020 to March 10, 2020 (Tuesday's).

H. MOTION: BE IT RESOLVED, that the Board of Education approve to create the job description of a Registered Applied Behavior Analysis (ABA) Teaching Assistant.

BEVERLY CITY SCHOOL DISTRICT

I. MOTION: BE IT RESOLVED, that the Board of Education approve Bonnie Reisser, Applied Behavior Analysis (ABA) Teaching Assistant, at the rate of $40.00 per hour, for the 2019-2020 school year, effective February 25, 2020.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Taylor Vann, Paraprofessional, Step #11, at the rate of $17.94 per hour, effective March 9, 2020.

K. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Keisha Cruz, Paraprofessional, effective March 11, 2020.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

PROFESSIONAL DEVELOPMENT:

11. 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 Professional Development for Chelsea Light to attend the Changing the ADHD Brain workshop in Mt. Laurel, NJ on March 11, 2020, in the total amount of $219.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Donna Butler to attend the Effectively Dealing with Disruptive Students workshop in Cherry Hill, NJ on February 25, 2020, in the total amount of $279.00.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Michael Stewart to attend the Best Practices: Meeting the Needs of All Our Students workshop in Hamilton, NJ on March 6, 2020, in the total amount of $99.00.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

BEVERLY CITY SCHOOL DISTRICT

CURRICULUM & INSTRUCTION:

12. Consent Agenda:

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 RESOLVED, that the Board of Education approve 25 ELA licenses in the amount of $74.00 to the remainder of the school year for English Language Learners and students with disabilities.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the School Safety Data System for Reporting Period 1.

C. MOTION: BE IT RESOLVED, that the Board of Education approve 20 additional licenses for IXL in the amount of $170.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of NEWSELA in the amount of $5,310.00 to be used for Social Studies, Science, and ELA instruction.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Extended School Year Program beginning June 29, 2020 through July 30, 2020. PreK-7th grade, Monday through Thursday, 8:30 AM – 12:30 PM.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

FIELD TRIP:

13. Consent Agenda:

The following action items A and B 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 field trip request for Glenn Dempster and Kerri Lawler to attend the Spirit of Philadelphia on June 11, 2020 for 40 students and 10 chaperones, field trip is being fundraised.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the transportation for the 8th grade field trip to Spirit of Philadelphia provided by the Beverly City School on June 11, 2020.

BEVERLY CITY SCHOOL DISTRICT

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

POLICIES:

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

- 0132	Executive Authority
- 0134	Board Self Evaluation
- 0141.1	Board Member and Term Sending District
- 0143	Board Member Election and Appointment
- 0144	Board Member Orientation and Training
- 0151	Organization Meeting
- 0152	Board Officers
- 0153	Annual Appointments
- 0167	Public Participation in Board Meetings
- 0168	Recording Board Meetings
0171	Duties of Board President and Vice President
- 0173	Duties of Public School Accountant
- 1310	Employment of School Bus. Admin.
- 2440	Summer Session
- 3111	Creating Positions
- 3124	Employment Contract
- 3126	District Mentoring Program
- R3126	District Mentoring Program
- 3141	Resignation
- 3142	Nonrenewal of Nontenured Teaching Staff Member
- 3144	Certification of Tenure Charges
- R3144	Certification of Tenure Charges
- 3159	Teaching Staff Member/School District Reporting Responsibilities
- R3212	Attendance
- 3230	Outside Activities
- R3230	Outside Activities
- 3231	Outside Employment as Athletic Coach
- 3232	Tutoring Services
- R3232	Tutoring Services
- 3281	Inappropriate Staff Conduct
- R3281	Inappropriate Staff Conduct
- 3322	Staff Member's Use of Personal Cellular Telephones/Other Communications Devices
3437	Military Leave
4124	Employment Contract

BEVERLY CITY SCHOOL DISTRICT

- 4146	Nonrenewal of Nontentured Support Staff
- R4146	Nonrenewal of Nontentured Support Staff
- 4161	Examination for Cause
- 4230	Outside Activities
- R4230	Outside Activities
- 4281	Inappropriate Staff Conduct
- R4281	Inappropriate Staff Conduct
- 4322	Staff Member's Use of Personal Cellular Telephones/Other Communications Devices
- R4432	Sick Leave
- 4437	Military Leave
- 5116	Education of Homeless Children
- R5116	Education of Homeless Children
- 5305	Health Services Personnel
- 5514	Student Use of Vehicles on School Grounds
- 6150	Tuition Income
- 6424	Emergency Contracts
- 7101	Educational Adequacy of Capital Projects
- R7101	Educational Adequacy of Capital Projects
- 7102	Site Selection and Acquisition
- R7102	Site Selection and Acquisition
- 7130	School Closing
- 7300	Disposition of Property
- R7300.2	Disposition of Land
- R7300.3	Disposition of Personal Property
- R7300.4	Disposition of Federal Property
- 7510	Use of School Facilities
- 8310	Public Records
- R8310	Public Records
- 8600	Transportation (M)
- R8600	Transportation (M)
- 8670	Transportation of Disabled Students (M)
- 8740	Bonding
- 8820	Opening Exercises/Ceremonies
- 8860	Memorials
- 9180	School Volunteers
- 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
- 9210	Parent Organizations
- 9400	News Media Relations
- 9541	Student Teachers/Interns

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

15. Old Business –

- Referendum

- 2020-2021 School Budget

16. New Business –

- Speizle Proposal

17. Superintendent's Report:

A. Enrollment Report

B. Attendance Report

C. Nurse's Report

MOTION: Executive Session Resolution:

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 _____ 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:

H.I.B. Report Case #10, #12, #13, & #14

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.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

MOTION: BE IT RESOLVED, that the Board of Education approve to affirms the determinations of December 2019 HIB reports, Case #9 and January 2020 HIB reports, Case #11.

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

D. H.I.B. Incidents:

__4__ incidents reported: __1__ was confirmed bullying, __3__ determined to be non-HIB related or non-actionable HIB, and ____ inconclusive.

E. Discipline Report:

Total Suspensions: 2 (January)

F. Drills:

Fire Drill – December 20, 2019 – 2 minutes 44 seconds – 8:26 AM
Shelter in Place – January 2, 2020 – 1:26 PM
Fire Drill – January 15, 2020 – 3 minutes 57 seconds – 9:30 AM
Fire Drill – February 3, 2020 – 3 minutes 29 seconds – 1:58 PM

18. Correspondence

19. Board Comments

20. Public Comments

21. Adjournment

BEVERLY CITY SCHOOL DISTRICT

Roll Call

Donato Marable	_____	Dominique Turner	_____
Michael Stewart	_____	Richard Wolbert	_____

7

BEVERLY CITY SCHOOL DISTRICT

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

Beverly City School
December 18, 2019

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 July 21, 2019. A copy was also submitted to the Beverly Post Office.

Public agendas are available on the table as you enter the room. There is one full copy of the support documentation located in the binder next to the agendas. Please feel free to examine the binder, but please do not remove any items as a courtesy to other members of the public. Copies of all documents are available from the Business Office during regular business hours.

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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. Board President, Mr. Wolbert lead the Pledge of Allegiance.

3. Roll Call

K. Lee Dixon	Absent	Michael Stewart	Present
Barbara Kelly	Absent	Dominique Turner	Present

Donato Marable	Present	Richard Wolbert	Present

4. Richard Wolbert, Board President opened the meeting.

5. Board Member Comments on the Agenda

There were no board member comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. Student Recognition:

- Saraphina Joseph
- Santiago Rivera

8. MOTION: A motion was made by Donato Marable and seconded by Michel Stewart to approve the minutes for the Regular meeting on November 20, 2019.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Abstained
Donato Marable	Affirmative	Richard Wolbert	Affirmative

MONTHLY FINANCIALS/CONTRACTS:

9. Consent Agenda:

A motion was made by Michael Stewart and seconded by Dominique Turner 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: To accept the financial Report of the Secretary for the month ending October 2019: Balance on hand $3,900,574.03

Board Secretary's Month Certification

Budgetary Line Item Status

BEVERLY
CITY SCHOOL DISTRICT

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 October 2019, 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
Sch. Bus. Adm./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 October 2019, 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 October 2019.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of October 2019.

D. MOTION: To approve the purchase orders in the amount of $86,969.31 for the month of December 2019.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $310,982.95 for the month of December 2019 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 November 15, 2019 in the amount of $171,906.77 and for the pay period ending November 30, 2019 in the amount of $170,131.96 in the total amount of $342,038.73 for the month of November 2019.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

BEVERLY
CITY SCHOOL DISTRICT

FINANCIALS/CONTRACTS:

10. Consent Agenda:

A motion was made Dominique Turner and seconded by Donato Marable to approve 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 2018-2019 CAFR/Audit.

B. 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 January 1, 2020 through December 31, 2020.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of CNNH NeuroHealth to conduct Neurological evaluations on an as needed basis at the rate of $660.00 per evaluation for the 2019-2020 school year.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

PERSONNEL:

11. Consent Agenda:

A motion was made Michael Stewart and seconded by Donato Marable to approve the following action items A through J will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

BEVERLY CITY SCHOOL DISTRICT

A. MOTION: BE IT RESOLVED, that the Board of Education approve Louis McGuffin, Paraprofessional, Step #7, at the rate of $15.06 per hour, effective December 19, 2019.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the following staff as scorekeepers at the rate of $22.00 per hour (on a rotating schedule):

- Paige Balkovic

C.MOTION: To approve the Sub Caller List:

BE IT RESOLVED, that the Board of Education approve the Sub Caller List for the month of January 2020.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Tevin Gibson, Paraprofessional, effective December 20, 2019.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Diane Lamond, Speech Therapist sub for a maternity leave at the rate of $57.00 per hour effective December 3, 2019 to March 6, 2020 as needed (REVISED).

F. MOTION: BE IT RESOLVED, that the Board of Education approve Conor Dempster to be added to the sub caller list for the 2019-2020 school year.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Donna Butler and Brittney Kelley as Yearbook Club stipend position for the 2019-2020 school year in the amount of $810.00 each Tier 3.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Lori Genovesi and Paige Balkovic as Crazy 8s Club stipend position for the 2019-2020 school year in the amount of $40.49 per hour for 16 hours, Tier 4, effective January 6th to March 31st.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Sara Mendez, Paraprofessional, Step #9, at the rate of $16.05 per hour, effective January 6, 2020.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Zianna Patterson, Paraprofessional, Step #11, at the rate of $17.94 per hour, effective January 6, 2020.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

BEVERLY CITY SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

A motion was made Dominique Turner and seconded by Michael Stewart to approve the following action items A and B 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 Professional Development for Donna Butler to attend the 101 Best Strategies to Increase Effectiveness and Impact of Your School Library Program Workshop in Cherry Hill, NJ on January 15, 2020, in the total amount of $279.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Donna Butler to attend the What's New in Children's Literature and Strategies for Using it in Your Program Workshop in Cherry Hill, NJ on March 26, 2020, in the total amount of $279.00.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

FIELD TRIP:

13. Consent Agenda:

A motion was made Dominique Turner and seconded by Donato Marable to approve the following action items A and B 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 field trip to the Teen Arts Festival at Rowan College at Burlington County on March 4, 2020, 15 students, 2 chaperones, in the total amount of $150.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the PM route return transportation for the Teen Arts Festival provided by Laurel Bus in the amount of $225.00, the AM route there will be no charge, transportation provided by Beverly City School.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

CURRICULUM & INSTRUCTION:

14. A motion was made by Michael Stewart and seconded by Dominque Turner: BE IT RESOLVED, that the Board of Education approve the submission of an amendment to the Reallocated Title I grant for the 2019-2020 school year.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

POLICIES:

15. A motion was made by Michael Stewart and seconded by Donato Marable: BE IT RESOLVED, that the Board of Education approve the second reading of the following policies:

6000 Finances

6112	Reimbursement of Federal and Other Grant Expenditures (M) - Missing
6113	E-Rate (Missing)
6220	Budget Preparation (M)
6311	Contracts for Goods and Services Funded by Federal Grants - Missing
6360	Political Contributions (M)
6362	Contributions to Board Members and Contract Awards (M)
6470	Payment of Claims (M)
6472	Tuition Assistance - Missing
6480	Purchase of Food Supplies (M)
6511	Direct Deposit - Missing
6820	Financial Reports (M)
6830	Audit and Comprehensive Annual Financial Report (M)

7000 Property

7100	Long Range Facilities Planning (M)
7420	Hygienic Management (M)

7424	Bed Bugs – Missing
7425	Lead Testing of Water In Schools – Missing
7434	Smoking on School Buildings and on School Grounds (M)
7440	School District Security (M)
7441	Electronic Surveillance in School Building and on School Grounds (M)
7446	School Security Program – Missing
7461	District Sustainability Policy – Missing
7481	Unmanned Aircraft Systems - Missing
7522	School District Provided Technology Devices to Staff Members – Missing
7523	School District Provided Technology Devices to Students – Missing

8000 Operations

8330	Student Records (M)
8350	Records Retention – Missing
8420	Emergency and Crisis Situations (M)
8441	Care of Injured and Ill Person (M)
8454	Management of Pediculosis - Missing
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drugs Abuse (M)
8462	Reporting Potentially Missing or Abused Children (M)
8505	Local Wellness Policy (M)
8507	Breakfast Offer Vs. Serve – Missing
8508	Lunch Offer Vs. Serve – Missing
8550	Unpaid Meal Charges (M) – Missing
8561	Procurement Procedures for School Nutrition Programs (M) – Missing
8613	Waiver of Student Transportation – Missing
8630	Bus Driver/Bus Aide Responsibilities (M)
8690	Monitoring Devices on School Vehicles – Missing

9000 Community

9242	Use of Electronic Signature – Missing
9270	Home Schooling and Equivalent Education Outside of School (M)

Regulations

R6112	Reimbursement of Federal and Other Grant Expenditures (M)
R6470	Payment of Claims (M)
R7100	Long Range Facilities Planning (M)
R7424	Bed Bugs – Missing
R7440	School District Security (M)
R7441	Electronic Surveillance in School Building and on School Grounds (M)
R8330	Student Records (M)
R8420	Emergency and Crisis Situations (M)
R8420.2	Bomb Threats – M
R8420.7	Lockdown Procedures – M
R8420.10	Active Shooter - M

BEVERLY CITY SCHOOL DISTRICT

R8441	Care of Injured and Ill Person (M)
R8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drugs Abuse – M
R8462	Reporting Potentially Missing or Abused Children (M)
R8630	Bus Driver/Bus Aide Responsibilities (M)
R9270	Home Schooling and Equivalent Education Outside of School (M)

There were no board member comments.

The open to the public comment portion of the meeting began at 6:21 p.m. and closed at 6:21 p.m.

There were no public comments.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

16. Old Business:

- Long Range Facility – Dr. Savage will send the Board of Education members a copy of the current long range facility plan for their review. This will be discussed at the next board of education meeting. The LRFP will also be brought before the Beverly City Land Use Committee in February.

- Referendum – The need for a referendum was discussed, which would include additional classroom space and administration spaces. Other items such as ceiling tiles will be discussed and added to the proposed referendum. The current classroom needs are art, music, additional fourth grade classroom, addressing the current two doubled up classrooms, office space and the influx of special education students. The Board of Education will be holding two information sessions on February 1, 2020 at 10 am and February 3, 2020 at 6 pm to seek input from the community on the referendum project.

- School Budget 2020-2021 – It was noted that the Board of Education and the Administration are looking for Board, public and community input for the 2020-2021 school budget. The budget will hopefully address a world language.

17. New Business

18. Superintendent's Report:

A. Enrollment Report: 324

B. Attendance Report: 95%

C. Nurse's Report was included for review.

Public Comment: The public comment section was moved before executive session.

The open to the public comment portion of the meeting began at 6:45 p.m. and ended at 6:52 p.m.

Ms. Giles noted that 324 is amazing. She asked what happens if the school becomes too crowded. It was noted that this will be addressed in the referendum and in the short term trailers could be used.

19. A motion was made by Michael Stewart and seconded by Donato Marable to approve the following:

MOTION: Executive Session Resolution:

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 _____ 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:

X H.I.B. Report Case #9

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.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

20. A motion was made by Michael Stewart and seconded by Donato Marable to reconvene from executive session at 6:57 p.m.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

21. A motion was made Michael Stewart and seconded by Donato Marable: BE IT RESOLVED, that the Board of Education approve to affirms the determinations of November 2019 HIB reports, Case #6, #7, & #8.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Abstained
Donato Marable	Affirmative	Richard Wolbert	Affirmative

D. H.I.B. Incidents:

1 incidents reported: 0 were confirmed bullying, 1 determined to be non-HIB related or non-actionable HIB, and 0 inconclusive.

E. Discipline Report:

Total Suspensions: 8

F. Drills:

Bus Evacuation Drill – November 1, 2019

BEVERLY CITY SCHOOL DISTRICT

Lockdown Drill – December 9, 2019 – 10:13 AM

22. Correspondence

There was no correspondence for the month.

23. Board Comments

There were no Board comments for the month.

24. Public Comments

There were no Board comments for the month.

25. Adjournment

A motion was made by Michael Stewart and seconded by Donato Marable to adjourn the Board of Education Meeting at 7:08 p.m.

Roll Call

K. Lee Dixon	Absent	Michael Stewart	Affirmative
Barbara Kelly	Absent	Dominique Turner	Affirmative
Donato Marable	Affirmative	Richard Wolbert	Affirmative

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary

BEVERLY CITY SCHOOL DISTRICT

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

Beverly City School
January 16, 2020

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 July 21, 2019. A copy was also submitted to the Beverly Post Office.

Public agendas are available on the table as you enter the room. There is one full copy of the support documentation located in the binder next to the agendas. Please feel free to examine the binder, but please do not remove any items as a courtesy to other members of the public. Copies of all documents are available from the Business Office during regular business hours.

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. The Secretary to administer oath for member of the Beverly City Board of Education:

Dominique Turner

Roll Call

Donato Marable	Present	Dominique Turner	Present

Michael Stewart	Present	Richard Wolbert	Preset

3. Dr. Savage lead the Pledge of Allegiance

4. The Secretary served as chairman for the election of officers. The Board Secretary called for nominations for President.

Michael Stewart nominated Richard Wolbert for President of the Board of Education. Donato Marable seconded and the motion carried on a roll call vote:

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

6. 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.

Michael Stewart nominated Donato Marable for Vice President of the Board of Education. Dominique Turner seconded and the motion carried on a roll call vote.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

7. MOTION: BE IT RESOLVED, that the Board of Education approve the new officers assume office immediately.

8. Richard Wolbert, Board President opened the meeting

9. Board Member Comments on the agenda.

There were no Board of Education comments on the agenda

10. Public Comment on Agenda Items Only

There were no public comments on the agenda.

BEVERLY
CITY SCHOOL DISTRICT

MONTHLY FINANCIALS/CONTRACTS:

11. Consent Agenda:

A motion was made by Michael Stewart and seconded by Donato Marable to approve 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: To approve the purchase orders in the amount of $57,346.66 for the month of January 2020.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $182,211.67 for the month of January 2020 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.

C. MOTION: To approve the gross payroll wages for the pay period ending December 15, 2019 in the amount of $178,531.44 and for the pay period ending December 31, 2019 in the amount of $176,460.34 in the total amount of $354,991.78 for the month of December 2019.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

RE-ORGANIZATION:

12. Consent Agenda:

A motion was made by Michael Stewart and seconded by Donato Marable 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: Recommend the Board approve the following item:

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Beverly City Board of Education:

CODE OF ETHICS

a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to the school. Desired changes should be brought about only through legal and ethical procedures.
b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
d. I will carry out my responsibility, not to administer the school, but, together with my fellow Board members, to see that they are well run.
e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the school for personal gain or for the gain of friends.
g. I will hold confidential all matters pertaining to the school which, if disclosed, would needlessly injure individuals or the school. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its school.
h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
i. I will support and protect school personnel in proper performance of their duties.
j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

B. MOTION: To approve the adoption of rules, regulations, policies, and bylaws:

BE IT RESOLVED, that the Board of Education approve the rules, regulations, policies, and bylaws heretofore adopted by the Board of Education, as well as all supplements and corrections thereto, which set forth the policies of the Board of Education, be adopted and the above mentioned rules, regulations, policies and bylaws are adopted by reference thereto, the same as if they were spread upon the minutes of this meeting of the Beverly City Board of Education.

C.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 to the next Board of Education meeting.

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

E.MOTION: To approve the Custodian of Public Records:

BE IT RESOLVED, that the Board of Education approve the Board Secretary be designated as the Custodian of Public Records for compliance with the Open Public Meetings Act, to serve until the next reorganization meeting.

F. MOTION: Recommend the Board approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the calendar year 2020.

BEVERLY
CITY SCHOOL DISTRICT

G. MOTION: Recommend the Board approve the following item:

DEPOSITORIES:

RESOLVED that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Beverly City Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes;

FURTHER RESOLVED, that the following financial institutions are to be designated as the depositories of record for the Beverly City Board of Education accounts for the ensuing year:

WSFS Bank

FURTHER RESOLVED that the Beverly City Board of Education maintain a Petty Cash Account at Beneficial Bank, with a maximum account balance of $500 and a maximum per check expenditure of $100.00;

H. MOTION: Approval of Depositories:

BE IT RESOLVED, that the Board of Education approve Beneficial Bank, Burlington, NJ be appointed as Depository for School funds including Operations, Cafeteria, Payroll, Payroll Agency, and Student Activities with the following signatures:

Acct No. XXXXXXX340 School Activity Account
Dr. Brian F. Savage – Board Secretary
Dr. Elizabeth Giacobbe – Superintendent
Acct No. XXXXXXX357 Payroll Account
Dr. Brian F. Savage – Board Secretary
Pablo D. Canela – Treasurer of School Monies
Acct No. XXXXXXX365 Agency Account
Dr. Brian F. Savage – Board Secretary
Pablo D. Canela – Treasurer of School Monies
Acct No. XXXXXXX373 General Account
Dr. Brian F. Savage – Board Secretary
Pablo D. Canela – Treasurer of School Monies
Richard Wolbert – Board President
Acct No. XXXXXXX390 FSA Account
Dr. Brian F. Savage – Board Secretary
Denise Chakan – Payroll Clerk

*Movement of funds from these accounts is accomplished via a wire transfer initiated by the School Business Administrator and/or the Board Secretary. Security measures are in place to verify outgoing wires are made to a preauthorized Beverly Board of Education account.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only.

BEVERLY
CITY SCHOOL DISTRICT

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be authorized to enter into agreements with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits when appropriate.

AND FURTHER BE IT RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education

AND FURTHER BE IT RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories.

AND FURTHER BE IT RESOLVED that the School Business Administrator and/or the Board Secretary be hereby authorized on behalf of the Board of Education to:

(a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the School Business Administrator, all or any documents and securities or other property held by the depositories for any purpose, and
(b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
(c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation

I. MOTION: BE IT RESOLVED, that the Board of Education approve the adoption and continued use of the Charlotte Danielson Frameworks for Teaching (2011) for evaluation professional staff.

J. MOTION: BE IT RESOLVED, that the Board of Education approve that Michael Stewart be named delegate and that Dominique Turner be named alternate to the New Jersey School Boards Association and legislative representative for the calendar year 2020.

K. MOTION: BE IT RESOLVED, that the regular meetings of the Board of Education of Beverly City, will be held in the Beverly City School Media Center at 6:00 p.m. at the Beverly City School, 601 Bentley Avenue, Beverly, NJ on:

2020

- February 20, 2020
- March 19, 2020

- April 23, 2020
- May 14, 2020
- June 25, 2020
- July 16, 2020
- August 20, 2020
- September 17, 2020
- October 15, 2020
- November 19, 2020
- December 17, 2020

2021

- January 6, 2021

Participation by the public at all meetings shall be at such time or times as set forth in the agenda of the meeting, or at the direction of the presiding officer, or both. The Burlington County Times and the Courier Post are hereby designated official newspapers for notices, and said notices may be sent to either newspaper or both newspapers as may be required under the provisions of the Open Public Meetings Act.

Brian F. Savage Ed.D.
Staff Accountant/Board Secretary
Beverly City Board Of Education
Beverly, New Jersey

L. MOTION: Beverly City Board of Education COUNTY OF BURLINGTON

2020 CHECK AUTHORIZATION PRIOR TO BILLS LIST APPROVAL

BE IT HEREBY RESOLVED by the Beverly City Board of Education, County of Burlington, State of New Jersey that the School Business Administrator/Board Secretary/Treasurer is hereby authorized to pay any bills prior to insertion on the Bills List, contractual or otherwise, the holding of which, due to meeting schedules, deadlines, or the like, would cause financial harm to the School District; and,

BE IT FURTHER RESOLVED, said bills are hereby authorized to be paid upon presentation, and are to include but not be limited to the following:

PAYROLL
INSURANCE
CONTRACTUAL PAYMENTS
DEBT SERVICE

BEVERLY
CITY SCHOOL DISTRICT

NOW, THEREFORE, BE IT RESOLVED by the Beverly City Board of Education that authorization is hereby given that the foregoing list of bills may be prepaid prior to approval of the Bills List.

M. MOTION: BE IT RESOLVED, that the Board of Education approve dues for the Burlington County Curriculum Consortium in the amount of $75.00 for the 2019-2020 school year.

N. MOTION: To approve the following 2019-2020 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
Burlington County Alternative High School	1	$16,520.00	12/12/2019-6/30/2020		$16,520.00
Burlington County Alternative High School	1	$16,940.00	12/9/2019-6/30/2020		$16,940.00

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

PERSONNEL:

13. Consent Agenda:

A motion was made by Michael Stewart and seconded by Donato Marable to approve 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 Sub Caller List:

BE IT RESOLVED, that the Board of Education approve the Sub Caller List for the month of February 2020.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe as the School Safety Specialist per Public Law 2017 Chapter 162.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Naja Wimberly, Paraprofessional, effective January 17, 2020.

BEVERLY CITY SCHOOL DISTRICT

D. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Stephanie Williams, Paraprofessional, effective December 20, 2019.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the REVISED FMLA leave for Caitlin Stone effective December 2, 2019 to February 28, 2020.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Ashley Miranda, Paraprofessional, Step #9, at the rate of $16.05 per hour, retroactive January 9, 2020.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Haley Miles, Paraprofessional, Step #11, at the rate of $17.94 per hour, effective January 27, 2020.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Brittney Kelley as Teen Arts Club stipend position for the 2019-2020 school year in the amount of $40.49 per hour for 6 hours, Tier 4, effective January 22nd to March 4th, 2020.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Kerri Lawler as the School Data Coordinator.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Jeannette Barber as part-time custodian, at the rate of $14.00 per hour effective January 17, 2020 (pending fingerprint approval).

K. MOTION: BE IT RESOLVED, that the Board of Education approve Donna Walker as sub custodian, at the rate of $14.00 per hour effective January 17, 2020 (pending fingerprint approval), as needed.

L. MOTION: BE IT RESOLVE, that the Board of resignation of Maurese Chandler, Paraprofessional, effective January 30, 2020.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

PROFESSIONAL DEVELOPMENT:

14. Consent Agenda:

A motion was made by Dominique Turner and seconded by Donato Marable to approve the following action items A through D will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

BEVERLY
CITY SCHOOL DISTRICT

A. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Lori Genovesi to attend the Understanding Texts and Readers Workshop in Philadelphia, PA on April 29, 2020, in the total amount of $209.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Amy Hornbeck to attend the ASCD-Early Childhood Summit Workshop in Monroe Twp., NJ on February 11, 2020, there will be no cost to the district.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Lori Genovesi to attend the Effectively Dealing with Disruptive Students Workshop in Cherry Hill, NJ on February 25, 2020, in the total amount of $279.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Michael Stewart to attend the NJSBA's Social and Emotional Learning Conference Workshop in West Windsor, NJ on February 14, 2020, in the total amount of $99.00.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative, abstained on #14D	Richard Wolbert	Affirmative

15. Old Business –

- Referendum

- 2020-2021 School Budget – Dr. Savage noted that the 2020-2021 school budget development continues. There is no information regarding state aid at this time.

16. New Business –

- Spiezle Proposal – the pre referendum proposal was reviewed.

17. A motion was made by Michael Stewart and seconded by Donato Marable to accept and approve the Spiezle Architectural pre referendum proposal dated January 11, 2020 in the amount of $17,900.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

BEVERLY CITY SCHOOL DISTRICT

18. A motion was made by Donato Marable and seconded by Dominique Turner to appoint Michael Stewart as the Palmyra School Board sending district representative for the 2019-2020 school year.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

19. H.I.B. Incidents:

1 incidents reported: 1 was confirmed bullying, 0 determined to be non-HIB related or non-actionable HIB, and 0 inconclusive.

20. Correspondence

There was no correspondence for the month.

21. Board Comments

There were no board comments for the month.

22. Public Comments

The open to the public comment portion of the meeting began at 4:57 p.m. and closed at 4:57 p.m. There were no public comments for the month.

23. Adjournment

A motion was made by Michael Stewart and seconded by Dominique Turner to adjourn the Board of Education Meeting at 4:58 p.m.

Roll Call

Donato Marable	Affirmative	Dominique Turner	Affirmative
Michael Stewart	Affirmative	Richard Wolbert	Affirmative

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

BEVERLY
CITY SCHOOL DISTRICT

Staff Accountant/Board Secretary

601 Bentley Avenue, Beverly, NJ 08010 **T** (609) 387-2200 **F** (609) 387-4447 **beverlycityschool.org**

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10 (including subfunds 16 and 17)
Interim Balance Sheet
For 5 Month Period Ending 11/30/2019

ASSETS AND RESOURCES

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

101	Cash in bank		$1,063,992.09
102-107	Cash and cash equivalents		$500.00
116	Capital reserve Account		$181,976.00
121	Tax levy receivable		$2,029,066.00
	Accounts receivable:		
132	Interfund	$365,303.23	
141	Intergovernmental - State	$3,538,819.84	
143	Intergovernmental - Other	$26,911.00	
			$3,931,034.07

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

301	Estimated Revenues	$6,824,306.00	
302	Less Revenues	($7,301,728.23)	
			($477,422.23)
	Total assets and resources		$6,729,145.93

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10 (including subfunds 16 and 17)
Interim Balance Sheet
For 5 Month Period Ending 11/30/2019

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
	Other current liabilities				$18,521.00
	TOTAL LIABILITIES				$18,521.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for encumbrances - Current Year			$3,429,171.81	
	Reserved fund balance:				
760	Reserved Fund Balance			$392,738.95	
601	Appropriations		$7,528,933.00		
602	Less : Expenditures	$2,115,159.55			
603	Encumbrances	$3,429,171.81	($5,544,331.36)		
				$1,984,601.64	
	Total Appropriated			$5,806,512.40	
--- U n a p p r o p r i a t e d ---					
770	Fund Balance -			$1,608,739.53	
303	Budgeted Fund Balance			($704,627.00)	
	TOTAL FUND BALANCE				$6,710,624.93
	TOTAL LIABILITIES AND FUND EQUITY				$6,729,145.93

Beverly City Board of Education

General Fund - Fund 10 (including subfunds 16 and 17)

Interim Balance Sheet

For 5 Month Period Ending 11/30/2019

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$7,528,933.00	$5,544,331.36	$1,984,601.64
Revenues	($6,824,306.00)	($7,301,728.23)	$477,422.23
	$704,627.00	($1,757,396.87)	$2,462,023.87
Less: Adjust for prior year encumb.	$0.00	$0.00	
Budgeted Fund Balance	$704,627.00	($1,757,396.87)	$2,462,023.87

Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$704,627.00	($1,757,396.87)	$2,462,023.87
Fund 16 (Restricted ARRA-ESF)	$0.00	$0.00	$0.00
Fund 17 (Restricted ARRA-GSF)	$0.00	$0.00	$0.00
TOTAL Budgeted Fund Balance	$704,627.00	($1,757,396.87)	$2,462,023.87

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 5 Month Period Ending 11/30/2019

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$3,009,025.00	$3,441,170.00		($432,145.00)
3XXX	From State Sources	$3,793,055.00	$3,849,893.00		($56,838.00)
4XXX	From Federal Sources	$22,226.00	$10,665.23		$11,560.77
	TOTAL REVENUE/SOURCES OF FUNDS	$6,824,306.00	$7,301,728.23		($477,422.23)

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$1,546,326.00	$436,481.28	$816,397.91	$293,446.81
11-2XX-100-XXX	Special Education - Instruction	$567,295.00	$190,810.66	$346,000.59	$30,483.75
11-230-100-XXX	Basic Skills - Remedial Instruction	$118,708.00	$35,838.72	$82,348.68	$520.60
11-240-100-XXX	Bilingual Education - Instruction	$58,452.00	$17,585.60	$40,866.40	$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$13,000.00	$1,637.50	$8,421.50	$2,941.00
11-402-100-XXX	School-Spons. Athletics - Instruction	$8,500.00	$1,695.27	$0.00	$6,804.73
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	$1,769,711.00	$416,987.79	$694,907.57	$657,815.64
11-000-211-XXX	Attendance and Social Work Services	$42,371.00	$14,393.50	$26,977.22	$1,000.28
11-000-213-XXX	Health Services	$145,947.00	$40,735.71	$103,187.93	$2,023.36
11-000-216-XXX	Speech, OT,PT & Related Svcs	$95,540.00	$31,937.75	$54,491.64	$9,110.61
11-000-217-XXX	Other Support Serv - Students Extra Srvc	$26,637.00	$0.00	$0.00	$26,637.00
11-000-218-XXX	Guidance	$24,753.00	$7,616.60	$16,135.96	$1,000.44
11-000-219-XXX	Child Study Teams	$258,386.00	$93,028.69	$127,766.35	$37,590.96
11-000-221-XXX	Improv of Inst. - Instruc Staff	$273,096.00	$73,685.59	$178,144.50	$21,265.91
11-000-222-XXX	Educational Media Serv/School Library	$4,020.00	$1,200.00	$2,800.00	$20.00
11-000-223-XXX	Instructional Staff Training Services	$11,300.00	$3,961.09	$184.00	$7,154.91
11-000-230-XXX	Supp. Serv.-General Administration	$233,363.00	$97,184.33	$71,503.97	$64,674.70
11-000-240-XXX	Supp. Serv.-School Administration	$30,650.00	$11,870.20	$15,568.28	$3,211.52
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$154,651.00	$56,868.89	$74,235.66	$23,546.45
11-000-261-XXX	Require Maint. for School Facilities	$135,000.00	$22,816.60	$10,378.27	$101,805.13
11-000-262-XXX	Custodial Services	$393,118.00	$129,962.42	$76,997.68	$186,157.90
11-000-266-XXX	Security	$62,100.00	$25,787.50	$36,102.50	$210.00
11-000-270-XXX	Student Transportation Services	$421,980.00	$97,617.47	$158,739.08	$165,623.45
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	$1,123,029.00	$305,456.39	$481,516.12	$336,056.49
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$7,517,933.00	$2,115,159.55	$3,423,671.81	$1,979,101.64

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 5 Month Period Ending 11/30/2019

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$5,500.00	$0.00	$0.00	$5,500.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	$5,500.00	.00	$5,500.00	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$11,000.00	$0.00	$5,500.00	$5,500.00
TOTAL GENERAL FUND EXPENDITURES	$7,528,933.00	$2,115,159.55	$3,429,171.81	$1,984,601.64

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 5 Month Period Ending 11/30/2019

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy	$3,007,025.00	$3,319,877.00	($312,852.00)
1XXX	Miscellaneous	$2,000.00	$121,293.00	($119,293.00)
	TOTAL	$3,009,025.00	$3,441,170.00	($432,145.00)
--- STATE SOURCES ---				
3131	Extraordinary Aid	$10,000.00	$66,838.00	($56,838.00)
3132	Categorical Special Education Aid	$182,606.00	$182,606.00	.00
3176	Equalization	$2,543,698.00	$2,543,698.00	.00
3177	Categorical Security	$105,269.00	$105,269.00	.00
3178	Adjustment Aid	$758,309.00	$758,309.00	.00
3121	Categorical Transportation Aid	$193,173.00	$193,173.00	.00
	TOTAL	$3,793,055.00	$3,849,893.00	($56,838.00)
--- FEDERAL SOURCES ---				
4200	Medicaid Reimbursement	$22,226.00	$1,113.23	$21,112.77
4XXX	Other Federal Aids	$0.00	$9,552.00	($9,552.00)
	TOTAL	$22,226.00	$10,665.23	$11,560.77
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	$6,824,306.00	$7,301,728.23	($477,422.23)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	$158,630.00	$40,059.78	$118,569.82	$0.40
11-120-100-101 Grades 1-5 - Teachers Sal.	$580,158.00	$166,134.24	$390,095.96	$23,927.80
11-130-100-101 Grades 6-8 - Teachers Sal.	$355,544.00	$109,021.16	$205,614.04	$40,908.80
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	$3,000.00	$0.00	$0.00	$3,000.00
11-150-100-320 Purchased Prof.-Ed. Services	$3,000.00	.00	.00	$3,000.00
11-190-100-106 Other Salary for Instruction	$190,394.00	$10,509.19	$28,040.81	$151,844.00
11-190-100-320 Purchased Prof.-Ed. Services	$33,400.00	.00	.00	$33,400.00
11-190-100-340 Purchased Technical Services	$52,100.00	$23,830.95	$28,063.05	$206.00
11-190-100-500 Other Purch. Serv. (400-500 series)	$40,000.00	$11,326.84	$25,673.16	$3,000.00
11-190-100-610 General Supplies	$74,100.00	$54,992.43	$19,062.58	$44.99
11-190-100-640 Textbooks	$50,000.00	$20,293.53	$1,278.49	$28,427.98
11-190-100-890 Other Objects	$6,000.00	$313.16	.00	$5,686.84
TOTAL	$1,546,326.00	$436,481.28	$816,397.91	$293,446.81
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	$158,791.00	$75,579.06	$68,172.19	$15,039.75
11-204-100-106 Other Sal. For Instruction	$203,690.00	$60,383.90	$142,865.10	$441.00
11-204-100-610 General supplies	$1,000.00	.00	.00	$1,000.00
TOTAL	$363,481.00	$135,962.96	$211,037.29	$16,480.75
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	$200,014.00	$54,847.70	$134,963.30	$10,203.00
11-213-100-610 General supplies	$3,800.00	.00	.00	$3,800.00
TOTAL	$203,814.00	$54,847.70	$134,963.30	$14,003.00
TOTAL SPECIAL ED - INSTRUCTION	$567,295.00	$190,810.66	$346,000.59	$30,483.75
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	$118,708.00	$35,838.72	$82,348.68	$520.60
TOTAL	$118,708.00	$35,838.72	$82,348.68	$520.60
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	$58,452.00	$17,585.60	$40,866.40	$0.00
TOTAL	$58,452.00	$17,585.60	$40,866.40	$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	$10,000.00	$1,578.50	$8,421.50	.00
11-401-100-500 Purchased Services (300-500 series)	$3,000.00	$59.00	.00	$2,941.00
TOTAL	$13,000.00	$1,637.50	$8,421.50	$2,941.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$4,500.00	.00	.00	$4,500.00
11-402-100-600 Supplies and Materials	$4,000.00	$1,695.27	.00	$2,304.73

Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$8,500.00	$1,695.27	$0.00	$6,804.73
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	$615,654.00	$246,261.28	$369,391.88	$0.84
11-000-100-562 Tuition to Other LEAs within State Special	$209,151.00	$78,545.55	$130,605.45	.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	$184,948.00	$60,684.80	$91,027.20	$33,236.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	$535,894.00	$25,016.16	$103,883.04	$406,994.80
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	$188,599.00	$6,480.00	.00	$182,119.00
11-000-100-568 Tuition - State Facilities	$35,465.00	.00	.00	$35,465.00
TOTAL	$1,769,711.00	$416,987.79	$694,907.57	$657,815.64
--- Attendance and social work services ---				
11-000-211-100 Salaries	$41,371.00	$14,393.50	$26,977.22	$0.28
11-000-211-300 Purchased Prof. & Tech. Svc.	$1,000.00	.00	.00	$1,000.00
TOTAL	$42,371.00	$14,393.50	$26,977.22	$1,000.28
--- Health services ---				
11-000-213-100 Salaries	$82,247.00	$22,977.88	$59,266.68	$2.44
11-000-213-300 Purchased Prof. & Tech. Svc.	$60,700.00	$16,766.25	$43,921.25	$12.50
11-000-213-600 Supplies and Materials	$2,500.00	$906.58	.00	$1,593.42
11-000-213-800 Other Objects	$500.00	$85.00	.00	$415.00
TOTAL	$145,947.00	$40,735.71	$103,187.93	$2,023.36
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	$63,540.00	$19,262.00	$44,278.00	.00
11-000-216-320 Purchased Prof. Ed. Services	$30,000.00	$12,675.75	$9,784.14	$7,540.11
11-000-216-600 Supplies and Materials	$2,000.00	.00	$429.50	$1,570.50
TOTAL	$95,540.00	$31,937.75	$54,491.64	$9,110.61
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	$18,637.00	.00	.00	$18,637.00
11-000-217-320 Purchased Prof. Ed. Services	$8,000.00	.00	.00	$8,000.00
TOTAL	$26,637.00	$0.00	$0.00	$26,637.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	$23,753.00	$7,616.60	$16,135.96	$0.44
11-000-218-320 Purchased Prof. - Ed. Services	$1,000.00	.00	.00	$1,000.00
TOTAL	$24,753.00	$7,616.60	$16,135.96	$1,000.44
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$187,425.00	$77,106.60	$109,668.24	$650.16
11-000-219-105 Sal Secr. & Clerical Asst.	$23,494.00	$9,788.70	$13,704.18	$1.12
11-000-219-320 Purchased Prof. - Ed. Services	$15,000.00	$3,100.00	$2,700.00	$9,200.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	$27,587.00	.00	.00	$27,587.00
11-000-219-600 Supplies and Materials	$2,833.68	$2,710.39	.00	$123.29
11-000-219-800 Other Objects	$2,046.32	$323.00	$1,693.93	$29.39
TOTAL	$258,386.00	$93,028.69	$127,766.35	$37,590.96

Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Suparv. of Instr.	$239,396.00	$57,255.06	$161,653.34	$20,487.60
11-000-221-104 Salaries Other Prof. Staff	$13,900.00	$5,788.30	$8,103.62	$8.08
11-000-221-105 Sal Secr. & Clerical Asst.	$4,300.00	$1,781.40	$2,493.96	$24.64
11-000-221-110 Other Salaries	$10,200.00	$4,209.70	$5,893.58	$96.72
11-000-221-390 Other Purch. Prof. & Tech Svc.	$4,700.00	$4,651.13	.00	$48.87
11-000-221-600 Supplies and Materials	$600.00	.00	.00	$600.00
TOTAL	$273,096.00	$73,685.59	$178,144.50	$21,265.91
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	$4,020.00	$1,200.00	$2,800.00	$20.00
TOTAL	$4,020.00	$1,200.00	$2,800.00	$20.00
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	$1,000.00	.00	.00	$1,000.00
11-000-223-500 Other Purchased Services (400-500 series)	$10,300.00	$3,961.09	$184.00	$6,154.91
TOTAL	$11,300.00	$3,961.09	$184.00	$7,154.91
--- Support services-general administration ---				
11-000-230-101 Salaries of Teachers	$161,791.00	$77,331.00	$71,179.56	$13,280.44
11-000-230-331 Legal Services	$27,000.00	$3,705.00	.00	$23,295.00
11-000-230-332 Audit Fees	$18,000.00	$9,900.00	.00	$8,100.00
11-000-230-339 Other Purchased Prof. Svc.	$1,572.00	.00	.00	$1,572.00
11-000-230-340 Purchased Tech. Services	$2,000.00	.00	.00	$2,000.00
11-000-230-530 Communications/Telephone	$3,000.00	$868.07	$156.00	$1,975.93
11-000-230-585 BOE Other Purchased Prof. Svc.	$1,000.00	.00	.00	$1,000.00
11-000-230-590 Other Purchased Services	$5,000.00	$1,202.88	$0.00	$3,797.12
11-000-230-610 General Supplies	$4,000.00	$1,382.38	$168.41	$2,449.21
11-000-230-890 Misc. Expenditures	$3,000.00	.00	.00	$3,000.00
11-000-230-895 BOE Membership Dues and Fees	$7,000.00	$2,795.00	.00	$4,205.00
TOTAL	$233,363.00	$97,184.33	$71,503.97	$64,674.70
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	$26,940.00	$11,370.20	$15,568.28	$1.52
11-000-240-600 Supplies and Materials	$3,210.00	.00	.00	$3,210.00
11-000-240-800 Other Objects	$500.00	$500.00	.00	.00
TOTAL	$30,650.00	$11,870.20	$15,568.28	$3,211.52
--- Central Services ---				
11-000-251-100 Salaries	$122,596.00	$50,999.90	$71,400.10	$196.00
11-000-251-340 Purchased Technical Services	$8,855.00	$762.25	$825.75	$7,267.00
11-000-251-592 Misc Pur Serv (400-500 seriess)	$4,000.00	.00	.00	$4,000.00
11-000-251-600 Supplies and Materials	$4,000.00	$1,462.34	$2,009.81	$527.85
11-000-251-890 Other Objects	$3,200.00	.00	.00	$3,200.00
TOTAL	$142,651.00	$53,224.49	$74,235.66	$15,190.85
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	$12,000.00	$3,644.40	.00	$8,355.60

Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$12,000.00	$3,644.40	$0.00	$8,355.60
TOTAL Cent. Svcs. & Admin IT	$154,651.00	$56,868.89	$74,235.66	$23,546.45
--- Required Maint.for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc.	$100,000.00	$15,955.93	$2,118.75	$81,925.32
11-000-261-610 General Supplies	$35,000.00	$6,860.67	$8,259.52	$19,879.81
TOTAL	$135,000.00	$22,816.60	$10,378.27	$101,805.13
--- Custodial Services ---				
11-000-262-1XX Salaries	$121,518.00	$48,332.65	$24,052.31	$49,133.04
11-000-262-300 Purchased Prof. & Tech. Svc.	$39,100.00	$32,524.01	$6,374.45	$201.54
11-000-262-420 Cleaning, Repair & Maint. Svc.	$58,100.00	$28,903.77	$29,194.23	$2.00
11-000-262-441 Rental of Land & Bldgs Other Than Lease	$8,400.00	$282.00	$282.00	$7,836.00
11-000-262-490 Other Purchased Property Svc.	$4,000.00	$620.00	.00	$3,380.00
11-000-262-520 Insurance	$12,000.00	.00	.00	$12,000.00
11-000-262-590 Misc. Purchased Services	$7,000.00	$1,394.68	.00	$5,605.32
11-000-262-610 General Supplies	$6,000.00	.00	.00	$6,000.00
11-000-262-621 Energy (Natural Gas)	$61,000.00	$2,612.72	$1,387.28	$57,000.00
11-000-262-622 Energy (Electricity)	$71,000.00	$15,292.59	$15,707.41	$40,000.00
11-000-262-800 Other Objects	$5,000.00	.00	.00	$5,000.00
TOTAL	$393,118.00	$129,962.42	$76,997.68	$186,157.90
--- Security ---				
11-000-266-100 Salaries	$62,100.00	$25,787.50	$36,102.50	$210.00
TOTAL	$62,100.00	$25,787.50	$36,102.50	$210.00
TOTAL Oper & Maint of Plant Services	$590,218.00	$178,566.52	$123,478.45	$288,173.03
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	$58,938.00	$12,348.30	$28,739.22	$17,850.48
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	$23,038.00	$9,598.30	$13,437.62	$2.08
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	$40,499.00	$9,565.56	$22,319.64	$8,613.80
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	$9,850.00	.00	.00	$9,850.00
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	$13,531.00	.00	.00	$13,531.00
11-000-270-517 Contract Svc (reg std) - ESCs	$62,934.00	.00	.00	$62,934.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	$180,000.00	$65,757.40	$94,242.60	$20,000.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	$17,190.00	.00	.00	$17,190.00
11-000-270-800 Misc. Expenditures	$6,000.00	$347.91	.00	$5,652.09
TOTAL	$421,980.00	$97,617.47	$158,739.08	$165,623.45
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	$46,268.00	$3,548.00	.00	$42,720.00
11-XXX-XXX-220 Social Security Contributions	$70,000.00	$31,642.01	$38,357.99	.00
11-XXX-XXX-232 TPAF Contributions - ERIP	$250.00	$220.70	.00	$29.30
11-XXX-XXX-241 Other Retirement Contrb. - Regular	$48,473.00	.00	.00	$48,473.00

Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

	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	$6,571.51	$18,428.49	.00
11-XXX-XXX-260 Workman's Compensation	$46,535.00	$45,064.77	.00	$1,470.23
11-XXX-XXX-270 Health Benefits	$824,003.00	$215,591.61	$396,047.43	$212,363.96
11-XXX-XXX-280 Tuition Reimbursement	$30,000.00	.00	.00	$30,000.00
11-XXX-XXX-290 Other Employee Benefits	$31,500.00	$2,817.79	$28,682.21	.00
TOTAL	$1,123,029.00	$305,456.39	$481,516.12	$336,056.49
Total Undistributed Expenditures	$5,205,652.00	$1,431,110.52	$2,129,636.73	$1,644,904.75
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$7,517,933.00	$2,115,159.55	$3,423,671.81	$1,979,101.64
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$7,517,933.00	$2,115,159.55	$3,423,671.81	$1,979,101.64

Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

		Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***					
--- E Q U I P M E N T ---					
	Undist. Exp. - Non-instructional Services				
12-000-300-730	Non-instructional services	$5,500.00	.00	.00	$5,500.00
	TOTAL	$5,500.00	$0.00	$0.00	$5,500.00
--- Facilities acquisition and construction services ---					
12-000-4XX-390	Other Purchased Prof. & Tech Services	$5,500.00	.00	$5,500.00	.00
	Sub Total	$5,500.00	$0.00	$5,500.00	$0.00
	TOTAL	$5,500.00	$0.00	$5,500.00	$0.00
	TOTAL CAPITAL OUTLAY EXPENDITURES	$11,000.00	$0.00	$5,500.00	$5,500.00

Beverly City Board of Education
GENERAL FUND - FUND 10 (including subfunds 16 and 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
TOTAL GENERAL FUND EXPENDITURES	$7,528,933.00	$2,115,159.55	$3,429,171.81	$1,984,601.64

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

General Fund - Fund 10 (including subfunds 16 and 17)

For 5 Month Period Ending 11/30/2019

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:23-2.11(a).

_____ _____

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

12/9 3:21pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
ABBOTT Fund - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

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
ABBOTT Fund - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

Reserved fund balance:

--- U n a p p r o p r i a t e d ---

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
ABBOTT Fund - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

LIABILITIES AND FUND EQUITY

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Less: Adjust for prior year encumb.	$0.00	$0.00	

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

ABBOTT Fund - FUND 15
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE
For 5 Month Period Ending 11/30/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				

ESTIMATED	ACTUAL	UNREALIZED

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

ABBOTT Fund - FUND 15
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/19

	Appropriations	Expenditures	Encumbrances	Available Balance
*** A P P R O P R I A T I O N S ***				
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- UNDISTRIBUTED EXPENDITURES ---				

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
ABBOTT Fund - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

C A P I T A L O U T L A Y

Appropriations	Expenditures	Encumbrances	Available Balance

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

ABBOTT Fund - Fund 15

For 5 Month Period Ending 11/30/19

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:23-2.11(a).

_____ _____

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
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

ASSETS AND RESOURCES

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

101	Cash in bank		$789,188.49
	Accounts receivable:		
141	Intergovernmental - State	$31,517.10	
142	Intergovernmental - Federal	$129,735.98	
153,154	Other (net of estimated uncollectible of $____)	($0.27)	
			$161,252.81
	Other Current Assets		$0.27

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

301	Estimated Revenues	$1,042,754.00	
302	Less Revenues	($737,888.00)	
			$304,866.00
	Total assets and resources		$1,255,307.57

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
481	Deferred revenues				$168,161.42
	Other current liabilities				$339,320.58
	TOTAL LIABILITIES				$507,482.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for encumbrances - Current Year			$531,129.75	
601	Appropriations		$1,042,754.00		
602	Less: Expenditures	$294,928.43			
603	Encumbrances	$531,129.75	($826,058.18)		
				$216,695.82	
	TOTAL FUND BALANCE				$747,825.57
	TOTAL LIABILITIES AND FUND EQUITY				$1,255,307.57

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 5 Month Period Ending 11/30/19

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	$728,448.00	$728,448.00		.00
4XXX	From Federal Sources	$314,306.00	$9,440.00		$304,866.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,042,754.00	$737,888.00		$304,866.00

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:				
Preschool Education Aid	$728,448.00	$210,032.88	$334,429.11	$183,986.01
TOTAL STATE PROJECTS	$728,448.00	$210,032.88	$334,429.11	$183,986.01
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	$170,611.00	$57,135.47	$85,072.12	$28,403.41
I.D.E.A. Part B (Handicapped)	$121,046.00	$22,221.58	$94,818.02	$4,006.40
NCLB Title II - Part A/D	$12,377.00	$5,538.50	$6,538.50	$300.00
NCLB Title IV	$10,272.00	.00	$10,272.00	.00
TOTAL FEDERAL PROJECTS	$314,306.00	$84,895.55	$196,700.64	$32,709.81
*** TOTAL EXPENDITURES ***	$1,042,754.00	$294,928.43	$531,129.75	$216,695.82

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 5 Month Period Ending 11/30/19

--- Preschool Education Aid - Instruction ---

20-218-100-101 Salaries of Teachers	$250,208.00	$96,903.78	$101,334.22	$51,970.00
20-218-100-106 Other Sal. For Instruction	$81,652.00	$22,102.06	$56,873.94	$2,676.00
20-218-100-600 General Supplies	$15,088.00	$15,087.99	.00	$0.01
TOTAL	$346,948.00	$134,093.83	$158,208.16	$54,646.01

--- Preschool Education Aid - Support Services ---

20-218-200-102 Salaries of Supervisors of Instruction	$20,206.00	$6,061.80	$14,144.20	.00
20-218-200-103 Salaries of Program Directors	$25,943.00	$7,782.90	$18,160.10	.00
20-218-200-104 Salaries of Other Professional Staff	$25,947.00	$8,075.15	$17,871.85	.00
20-218-200-105 Salaries of Secr. And Clerical Assistants	$17,082.00	$5,124.60	$11,957.40	.00
20-218-200-176 Salaries of Master Teachers	$74,347.00	.00	.00	$74,347.00
20-218-200-200 Personal Services - Employee Benefits	$162,982.00	$48,894.60	$114,087.40	.00
20-218-200-420 Cleaning, Repair & Maintenance Services	$8,635.00	.00	.00	$8,635.00
20-218-200-440 Rentals	$42,608.00	.00	.00	$42,608.00
TOTAL Support Services	$377,750.00	$75,939.05	$176,220.95	$125,590.00
TOTAL PRESCHOOL EDUCATION AID	$724,698.00	$210,032.88	$334,429.11	$180,236.01
T O T A L E X P E N D I T U R E	$724,698.00	$210,032.88	$334,429.11	$180,236.01

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Special Revenue Fund - Fund 20

For 5 Month Period Ending 11/30/19

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:23-2.11(a).

_____ _____

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 5 Month Period Ending 11/30/19

ASSETS AND RESOURCES

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

101	Cash in bank	($233,861.56)

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

Total assets and resources	($233,861.56)

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

--- U n a p p r o p r i a t e d ---

770	Fund balance	($233,861.56)	
	TOTAL FUND BALANCE		($233,861.56)
	TOTAL LIABILITIES AND FUND EQUITY		($233,861.56)

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 5 Month Period Ending 11/30/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Capital Projects Fund - Fund 30

For 5 Month Period Ending 11/30/19

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:23-2.11(a).

_____ _____

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
Debt Service Fund - Fund 40
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

ASSETS AND RESOURCES

--- A S S E T S ---			
101	Cash in bank		$63,238.49
--- R E S O U R C E S ---			
301	Estimated Revenues	$80,694.00	
			$80,694.00
	Total assets and resources		$143,932.49

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 5 Month Period Ending 11/30/19

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

Reserved fund balance:

601	Appropriations	$80,694.00		
			$80,694.00	
	Total Appropriated		$80,694.00	
--- U n a p p r o p r i a t e d ---				
770	Fund Balance		$63,238.49	
	TOTAL FUND BALANCE			$143,932.49
	TOTAL LIABILITIES AND FUND EQUITY			$143,932.49

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$80,694.00	$0.00	$80,694.00
Revenues	($80,694.00)	$0.00	($80,694.00)
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	$0.00	$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 5 Month Period Ending 11/30/19

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
--- Local Sources ---					
1210	Local tax levy	$80,694.00	.00		$80,694.00
	Total Local Sources	$80,694.00	$0.00		$80,694.00
	TOTAL REVENUE/SOURCES OF FUNDS	$80,694.00	$0.00		$80,694.00

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 5 Month Period Ending 11/30/19

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- Additional State School Bldg. Aid - Ch. 10 ---			
40-703-510-830 Interest	$20,694.00	.00	$20,694.00
40-703-510-910 Redemption of principal	$60,000.00	.00	$60,000.00
TOTAL	$80,694.00	$0.00	$80,694.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	$80,694.00	$0.00	$80,694.00
*** TOTAL USES OF FUNDS ***	$80,694.00	$0.00	$80,694.00

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Debt Service Fund - Fund 40

For 5 Month Period Ending 11/30/19

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:23-2.11(a).

_____ _____

Board Secretary/Administrator Date

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

1/9 10:20am

8B

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2019

ASSETS AND RESOURCES

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

101	Cash in bank		$1,178,945.66
102-107	Cash and cash equivalents		$500.00
116	Capital reserve Account		$181,976.00
121	Tax levy receivable		$1,787,163.00
	Accounts receivable:		
132	Interfund	$365,303.23	
141	Intergovernmental - State	$3,121,517.39	
143	Intergovernmental - Other	$26,911.00	
			$3,513,731.62

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

301	Estimated Revenues	$6,824,306.00	
302	Less Revenues	($7,312,112.64)	
			($487,806.64)
	Total assets and resources		$6,174,509.64

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2019

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
	Other current liabilities				$18,521.00
	TOTAL LIABILITIES				$18,521.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for Encumbrances - Current Year			$3,000,891.70	
	Reserved fund balance:				
760	Reserved Fund Balance			$392,738.95	
601	Appropriations		$7,528,933.00		
602	Less : Expenditures	$2,669,795.84			
603	Encumbrances	$3,000,891.70	($5,670,687.54)		
				$1,858,245.46	
	Total Appropriated			$5,251,876.11	
--- U n a p p r o p r i a t e d ---					
770	Unreserved Fund Balance -			$1,608,739.53	
303	Budgeted Fund Balance			($704,627.00)	
	TOTAL FUND BALANCE				$6,155,988.64
	TOTAL LIABILITIES AND FUND EQUITY				$6,174,509.64

Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2019

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$7,528,933.00	$5,670,687.54	$1,858,245.46
Revenues	($6,824,306.00)	($7,312,112.64)	$487,806.64
	$704,627.00	($1,641,425.10)	$2,346,052.10
Less: Adjust for prior year encumb.	$0.00	$0.00	
Budgeted Fund Balance	$704,627.00	($1,641,425.10)	$2,346,052.10

Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$704,627.00	($1,641,425.10)	$2,346,052.10
Fund 18 (Restricted ED JOBS)	$0.00	$0.00	$0.00
Fund 19 (Restricted FEMA Block Grants)	$0.00	$0.00	$0.00
TOTAL Budgeted Fund Balance	$704,627.00	($1,641,425.10)	$2,346,052.10

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 6 Month Period Ending 12/31/2019

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$3,009,025.00	$3,445,952.46		($436,927.46)
3XXX	From State Sources	$3,793,055.00	$3,849,893.00		($56,838.00)
4XXX	From Federal Sources	$22,226.00	$16,267.18		$5,958.82
	TOTAL REVENUE/SOURCES OF FUNDS	$6,824,306.00	$7,312,112.64		($487,806.64)

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$1,546,326.00	$561,768.87	$693,499.60	$291,057.53
11-2XX-100-XXX	Special Education - Instruction	$567,295.00	$248,564.81	$289,256.44	$29,473.75
11-230-100-XXX	Basic Skills - Remedial Instruction	$118,708.00	$47,684.96	$70,502.44	$520.60
11-240-100-XXX	Bilingual Education - Instruction	$58,452.00	$23,430.80	$35,021.20	$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$13,000.00	$2,249.50	$8,549.50	$2,201.00
11-402-100-XXX	School-Spons. Athletics - Instruction	$8,500.00	$1,824.85	$0.00	$6,675.15
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	$1,769,711.00	$516,009.35	$629,346.01	$624,355.64
11-000-211-XXX	Attendance and Social Work Services	$42,371.00	$16,892.96	$24,477.76	$1,000.28
11-000-213-XXX	Health Services	$145,947.00	$54,690.68	$89,254.61	$2,001.71
11-000-216-XXX	Speech, OT,PT & Related Svcs	$115,540.00	$52,406.91	$48,917.75	$14,215.34
11-000-217-XXX	Other Support Serv - Students Extra Srvc	$6,637.00	$0.00	$0.00	$6,637.00
11-000-218-XXX	Guidance	$24,753.00	$8,835.88	$14,916.68	$1,000.44
11-000-219-XXX	Child Study Teams	$258,386.00	$121,044.75	$108,636.75	$28,704.50
11-000-221-XXX	Improv of Inst. - Instruc Staff	$273,096.00	$85,923.47	$165,906.62	$21,265.91
11-000-222-XXX	Educational Media Serv/School Library	$4,020.00	$1,200.00	$2,800.00	$20.00
11-000-223-XXX	Instructional Staff Training Services	$11,300.00	$4,424.09	$209.00	$6,666.91
11-000-230-XXX	Supp. Serv.-General Administration	$233,363.00	$110,519.45	$63,585.30	$59,258.25
11-000-240-XXX	Supp. Serv.-School Administration	$30,650.00	$14,094.24	$13,344.24	$3,211.52
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$154,651.00	$70,005.92	$61,247.56	$23,397.52
11-000-261-XXX	Require Maint. for School Facilities	$135,000.00	$28,840.81	$11,458.14	$94,701.05
11-000-262-XXX	Custodial Services	$393,118.00	$148,462.66	$70,160.48	$174,494.86
11-000-266-XXX	Security	$62,100.00	$30,945.00	$30,945.00	$210.00
11-000-270-XXX	Student Transportation Services	$421,980.00	$125,695.31	$167,636.24	$128,648.45
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	$1,123,029.00	$394,280.57	$395,720.38	$333,028.05
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$7,517,933.00	$2,669,795.84	$2,995,391.70	$1,852,745.46

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 6 Month Period Ending 12/31/2019

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$5,500.00	$0.00	$0.00	$5,500.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	$5,500.00	.00	$5,500.00	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$11,000.00	$0.00	$5,500.00	$5,500.00
TOTAL GENERAL FUND EXPENDITURES	$7,528,933.00	$2,669,795.84	$3,000,891.70	$1,858,245.46

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 6 Month Period Ending 12/31/2019

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy	$3,007,025.00	$3,319,877.00	($312,852.00)
1XXX	Miscellaneous	$2,000.00	$126,075.46	($124,075.46)
	TOTAL	$3,009,025.00	$3,445,952.46	($436,927.46)
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	$193,173.00	$193,173.00	.00
3131	Extraordinary Aid	$10,000.00	$66,838.00	($56,838.00)
3132	Categorical Special Education Aid	$182,606.00	$182,606.00	.00
3176	Equalization	$2,543,698.00	$2,543,698.00	.00
3177	Categorical Security	$105,269.00	$105,269.00	.00
3178	Adjustment Aid	$758,309.00	$758,309.00	.00
	TOTAL	$3,793,055.00	$3,849,893.00	($56,838.00)
--- FEDERAL SOURCES ---				
4200	Federal Grants including Medicaid Reimbursement	$22,226.00	$1,113.23	$21,112.77
4XXX	Other Federal Aids	$0.00	$15,153.95	($15,153.95)
	TOTAL	$22,226.00	$16,267.18	$5,958.82
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	$6,824,306.00	$7,312,112.64	($487,806.64)

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 6 Month Period Ending 12/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	$158,630.00	$54,955.04	$103,674.56	$0.40
11-120-100-101 Grades 1-5 - Salaries of Teachers	$580,158.00	$218,272.96	$337,957.24	$23,927.80
11-130-100-101 Grades 6-8 - Salaries of Teachers	$355,544.00	$145,959.88	$168,675.32	$40,908.80
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	$3,000.00	$0.00	$0.00	$3,000.00
11-150-100-320 Purchased Prof.-Ed. Services	$3,000.00	.00	.00	$3,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	$190,394.00	$14,267.84	$24,282.16	$151,844.00
11-190-100-320 Purchased Prof.-Ed. Services	$33,400.00	.00	.00	$33,400.00
11-190-100-340 Purchased Technical Services	$52,100.00	$28,152.39	$23,741.61	$206.00
11-190-100-500 Other Purch. Serv. (400-500 series)	$40,000.00	$16,816.20	$20,183.80	$3,000.00
11-190-100-610 General Supplies	$77,100.00	$62,737.87	$13,706.42	$655.71
11-190-100-640 Textbooks	$47,000.00	$20,293.53	$1,278.49	$25,427.98
11-190-100-800 Other Objects	$6,000.00	$313.16	.00	$5,686.84
TOTAL	$1,546,326.00	$561,768.87	$693,499.60	$291,057.53
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	$158,791.00	$95,305.36	$49,455.89	$14,029.75
11-204-100-106 Other Salaries for Instruction	$203,690.00	$80,245.85	$123,003.15	$441.00
11-204-100-610 General Supplies	$1,000.00	.00	.00	$1,000.00
TOTAL	$363,481.00	$175,551.21	$172,459.04	$15,470.75
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	$200,014.00	$73,013.60	$116,797.40	$10,203.00
11-213-100-610 General supplies	$3,800.00	.00	.00	$3,800.00
TOTAL	$203,814.00	$73,013.60	$116,797.40	$14,003.00
TOTAL SPECIAL ED - INSTRUCTION	$567,295.00	$248,564.81	$289,256.44	$29,473.75
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	$118,708.00	$47,684.96	$70,502.44	$520.60
TOTAL	$118,708.00	$47,684.96	$70,502.44	$520.60
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	$58,452.00	$23,430.80	$35,021.20	$0.00
TOTAL	$58,452.00	$23,430.80	$35,021.20	$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	$10,000.00	$1,600.50	$8,399.50	.00
11-401-100-500 Purchased Services (300-500 series)	$3,000.00	$649.00	$150.00	$2,201.00
TOTAL	$13,000.00	$2,249.50	$8,549.50	$2,201.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$4,500.00	.00	.00	$4,500.00
11-402-100-600 Supplies and Materials	$4,000.00	$1,824.85	.00	$2,175.15

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$8,500.00	$1,824.85	$0.00	$6,675.15
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	$615,654.00	$307,826.60	$307,826.56	$0.84
11-000-100-562 Tuition to Other LEAs within State Special	$209,151.00	$97,319.55	$111,831.45	.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	$184,948.00	$75,856.00	$75,856.00	$33,236.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	$535,894.00	$28,527.20	$133,832.00	$373,534.80
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	$188,599.00	$6,480.00	.00	$182,119.00
11-000-100-568 Tuition - State Facilities	$35,465.00	.00	.00	$35,465.00
TOTAL	$1,769,711.00	$516,009.35	$629,346.01	$624,355.64
--- Attendance and social work services ---				
11-000-211-100 Salaries	$41,371.00	$16,892.96	$24,477.76	$0.28
11-000-211-300 Purchased Prof. & Tech. Svc.	$1,000.00	.00	.00	$1,000.00
TOTAL	$42,371.00	$16,892.96	$24,477.76	$1,000.28
--- Health services ---				
11-000-213-100 Salaries	$82,247.00	$31,476.60	$50,767.96	$2.44
11-000-213-300 Purchased Prof. & Tech. Svc.	$60,700.00	$22,222.50	$38,465.00	$12.50
11-000-213-600 Supplies and Materials	$2,500.00	$906.58	$21.65	$1,571.77
11-000-213-800 Other Objects	$500.00	$85.00	.00	$415.00
TOTAL	$145,947.00	$54,690.68	$89,254.61	$2,001.71
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	$63,540.00	$29,321.00	$34,219.00	.00
11-000-216-320 Purchased Prof. Ed. Services	$50,000.00	$22,630.64	$14,698.75	$12,670.61
11-000-216-600 Supplies and Materials	$2,000.00	$455.27	.00	$1,544.73
TOTAL	$115,540.00	$52,406.91	$48,917.75	$14,215.34
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	$6,637.00	.00	.00	$6,637.00
TOTAL	$6,637.00	$0.00	$0.00	$6,637.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	$23,753.00	$8,835.88	$14,916.68	$0.44
11-000-218-320 Purchased Prof. - Ed. Services	$1,000.00	.00	.00	$1,000.00
TOTAL	$24,753.00	$8,835.88	$14,916.68	$1,000.44
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$187,425.00	$102,949.92	$83,824.92	$650.16
11-000-219-105 Sal Secr. & Clerical Asst.	$23,494.00	$11,746.44	$11,746.44	$1.12
11-000-219-320 Purchased Prof. - Ed. Services	$15,000.00	$3,100.00	$11,137.50	$762.50
11-000-219-390 Other Purch. Prof. & Tech Svc.	$27,087.00	.00	.00	$27,087.00
11-000-219-600 Supplies and Materials	$3,333.68	$2,710.39	$448.96	$174.33
11-000-219-800 Other Objects	$2,046.32	$538.00	$1,478.93	$29.39
TOTAL	$258,386.00	$121,044.75	$108,636.75	$28,704.50

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	$239,396.00	$67,137.06	$151,771.34	$20,487.60
11-000-221-104 Salaries Other Prof. Staff	$13,900.00	$6,945.96	$6,945.96	$8.08
11-000-221-105 Sal Secr. & Clerical Asst.	$4,300.00	$2,137.68	$2,137.68	$24.64
11-000-221-11X Other Salaries	$10,200.00	$5,051.64	$5,051.64	$96.72
11-000-221-390 Other Purch. Prof. & Tech Svc.	$4,700.00	$4,651.13	.00	$48.87
11-000-221-600 Supplies and Materials	$600.00	.00	.00	$600.00
TOTAL	$273,096.00	$85,923.47	$165,906.62	$21,265.91
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	$4,020.00	$1,200.00	$2,800.00	$20.00
TOTAL	$4,020.00	$1,200.00	$2,800.00	$20.00
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	$1,000.00	.00	.00	$1,000.00
11-000-223-500 Other Purchased Services (400-500 series)	$10,300.00	$4,424.09	$209.00	$5,666.91
TOTAL	$11,300.00	$4,424.09	$209.00	$6,666.91
--- Support services-general administration ---				
11-000-230-100 Salaries	$161,791.00	$87,112.58	$61,397.98	$13,280.44
11-000-230-331 Legal Services	$27,000.00	$4,725.00	$1,470.00	$20,805.00
11-000-230-332 Audit Fees	$18,000.00	$9,900.00	.00	$8,100.00
11-000-230-339 Other Purchased Prof. Svc.	$1,572.00	.00	.00	$1,572.00
11-000-230-530 Communications/Telephone	$3,000.00	$1,403.15	$504.32	$1,092.53
11-000-230-585 BOE Other Purchased Prof. Svc.	$1,000.00	.00	.00	$1,000.00
11-000-230-590 Other Purchased Services	$7,000.00	$3,152.88	$0.00	$3,847.12
11-000-230-610 General Supplies	$4,000.00	$1,430.84	$213.00	$2,356.16
11-000-230-890 Misc. Expenditures	$3,000.00	.00	.00	$3,000.00
11-000-230-895 BOE Membership Dues and Fees	$7,000.00	$2,795.00	.00	$4,205.00
TOTAL	$233,363.00	$110,519.45	$63,585.30	$59,258.25
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	$26,940.00	$13,594.24	$13,344.24	$1.52
11-000-240-600 Supplies and Materials	$3,210.00	.00	.00	$3,210.00
11-000-240-800 Other Objects	$500.00	$500.00	.00	.00
TOTAL	$30,650.00	$14,094.24	$13,344.24	$3,211.52
--- Central Services ---				
11-000-251-100 Salaries	$122,596.00	$62,024.88	$60,375.12	$196.00
11-000-251-340 Purchased Technical Services	$8,855.00	$864.49	$723.51	$7,267.00
11-000-251-592 Misc Pur Serv (400-500 seriess)	$4,000.00	.00	.00	$4,000.00
11-000-251-600 Supplies and Materials	$4,000.00	$3,472.15	$148.93	$378.92
11-000-251-89X Other Objects	$3,200.00	.00	.00	$3,200.00
TOTAL	$142,651.00	$66,361.52	$61,247.56	$15,041.92
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	$12,000.00	$3,644.40	.00	$8,355.60

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$12,000.00	$3,644.40	$0.00	$8,355.60
TOTAL Cent. Svcs. & Admin IT	$154,651.00	$70,005.92	$61,247.56	$23,397.52
--- Required Maint.for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	$100,000.00	$18,335.05	$6,065.70	$75,599.25
11-000-261-610 General Supplies	$35,000.00	$10,505.76	$5,392.44	$19,101.80
TOTAL	$135,000.00	$28,840.81	$11,458.14	$94,701.05
--- Custodial Services ---				
11-000-262-1XX Salaries	$110,018.00	$58,354.57	$14,030.39	$37,633.04
11-000-262-300 Purchased Prof. & Tech. Svc.	$46,100.00	$33,125.84	$12,915.66	$58.50
11-000-262-420 Cleaning, Repair & Maint. Svc.	$62,600.00	$32,957.44	$29,240.56	$402.00
11-000-262-441 Rental of Land & Bldgs Other Than Lease	$8,400.00	$282.00	$282.00	$7,836.00
11-000-262-490 Other Purchased Property Svc.	$4,000.00	$620.00	.00	$3,380.00
11-000-262-520 Insurance	$12,000.00	.00	.00	$12,000.00
11-000-262-590 Misc. Purchased Services	$7,000.00	$1,814.68	.00	$5,185.32
11-000-262-610 General Supplies	$6,000.00	.00	.00	$6,000.00
11-000-262-621 Energy (Natural Gas)	$61,000.00	$2,862.59	$1,137.41	$57,000.00
11-000-262-622 Energy (Electricity)	$71,000.00	$18,445.54	$12,554.46	$40,000.00
11-000-262-8XX Other Objects	$5,000.00	$0.00	$0.00	$5,000.00
TOTAL	$393,118.00	$148,462.66	$70,160.48	$174,494.86
--- Security ---				
11-000-266-100 Salaries	$62,100.00	$30,945.00	$30,945.00	$210.00
TOTAL	$62,100.00	$30,945.00	$30,945.00	$210.00
TOTAL Oper & Maint of Plant Services	$590,218.00	$208,248.47	$112,563.62	$269,405.91
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	$58,938.00	$16,105.46	$24,982.06	$17,850.48
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	$23,038.00	$12,355.46	$10,680.46	$2.08
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	$40,499.00	$12,754.08	$19,131.12	$8,613.80
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	$9,850.00	.00	$225.00	$9,625.00
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	$13,531.00	.00	.00	$13,531.00
11-000-270-517 Contract Svc (reg std) - ESCs	$42,934.00	.00	.00	$42,934.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	$180,000.00	$65,757.40	$94,242.60	$20,000.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	$37,190.00	$18,375.00	$18,375.00	$440.00
11-000-270-800 Misc. Expenditures	$6,000.00	$347.91	.00	$5,652.09
TOTAL	$421,980.00	$125,695.31	$167,636.24	$128,648.45
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	$46,268.00	$3,548.00	.00	$42,720.00
11-XXX-XXX-220 Social Security Contributions	$70,000.00	$39,699.59	$30,300.41	.00
11-XXX-XXX-232 TPAF Contributions - ERIP	$250.00	$220.70	.00	$29.30
11-XXX-XXX-241 Other Retirement Contrb. - PERS	$48,473.00	.00	.00	$48,473.00
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	$1,000.00	.00	.00	$1,000.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-250 Unemployment Compensation	$25,000.00	$6,571.51	$18,428.49	.00
11-XXX-XXX-260 Workman's Compensation	$46,535.00	$45,064.77	.00	$1,470.23
11-XXX-XXX-270 Health Benefits	$824,003.00	$270,992.25	$321,749.23	$231,261.52
11-XXX-XXX-280 Tuition Reimbursement	$30,000.00	$21,926.00	.00	$8,074.00
11-XXX-XXX-290 Other Employee Benefits	$31,500.00	$6,257.75	$25,242.25	.00
TOTAL	$1,123,029.00	$394,280.57	$395,720.38	$333,028.05
Total Undistributed Expenditures	$5,205,652.00	$1,784,272.05	$1,898,562.52	$1,522,817.43
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$7,517,933.00	$2,669,795.84	$2,995,391.70	$1,852,745.46
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$7,517,933.00	$2,669,795.84	$2,995,391.70	$1,852,745.46

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2019

		Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***					
--- E Q U I P M E N T ---					
	Undist. Exp. - Non-instructional Services				
12-000-300-730	Non-instructional services	$5,500.00	.00	.00	$5,500.00
	TOTAL	$5,500.00	$0.00	$0.00	$5,500.00
--- Facilities acquisition and construction services ---					
12-000-400-390	Other Purchased Prof. & Tech Services	$5,500.00	.00	$5,500.00	.00
	Sub Total	$5,500.00	$0.00	$5,500.00	$0.00
	TOTAL	$5,500.00	$0.00	$5,500.00	$0.00
	TOTAL CAPITAL OUTLAY EXPENDITURES	$11,000.00	$0.00	$5,500.00	$5,500.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	$7,528,933.00	$2,669,795.84	$3,000,891.70	$1,858,245.46

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

General Fund - Fund 10

For 6 Month Period Ending 12/31/2019

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
School-Based Budget - Fund 15
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

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 6 Month Period Ending 12/31/19

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

Reserved fund balance:

--- U n a p p r o p r i a t e d ---

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

LIABILITIES AND FUND EQUITY

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
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
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE
For 6 Month Period Ending 12/31/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				

ESTIMATED	ACTUAL	UNREALIZED

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 6 Month Period Ending 12/31/19

	Appropriations	Expenditures	Encumbrances	Available Balance
*** A P P R O P R I A T I O N S ***				
--- 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 6 Month Period Ending 12/31/19

C A P I T A L O U T L A Y

Appropriations	Expenditures	Encumbrances	Available Balance

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

School-Based Budget - Fund 15

For 6 Month Period Ending 12/31/19

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
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

ASSETS AND RESOURCES

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

101	Cash in bank		$788,467.91
	Accounts receivable:		
141	Intergovernmental - State	$31,517.10	
142	Intergovernmental - Federal	$129,735.98	
143	Intergovernmental - Other.	$0.27	
153,154	Other (net of estimated uncollectible of $____)	($0.27)	
			$161,253.08

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

301	Estimated Revenues	$1,042,754.00	
302	Less Revenues	($822,999.00)	
			$219,755.00
	Total assets and resources		$1,169,475.99

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
481	Deferred revenues				$168,161.42
	Other current liabilities				$339,320.58
	TOTAL LIABILITIES				$507,482.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for encumbrances - Current Year			$445,298.17	
601	Appropriations		$1,042,754.00		
602	Less: Expenditures	$380,760.01			
603	Encumbrances	$445,298.17	($826,058.18)		
				$216,695.82	
	TOTAL FUND BALANCE				$661,993.99
	TOTAL LIABILITIES AND FUND EQUITY				$1,169,475.99

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 6 Month Period Ending 12/31/19

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	$728,448.00	$728,448.00		.00
4XXX	From Federal Sources	$314,306.00	$94,551.00		$219,755.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,042,754.00	$822,999.00		$219,755.00

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:				
Preschool Education Aid	$728,448.00	$276,356.02	$268,105.97	$183,986.01
TOTAL STATE PROJECTS	$728,448.00	$276,356.02	$268,105.97	$183,986.01
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	$170,611.00	$69,363.63	$72,843.96	$28,403.41
I.D.E.A. Part B (Handicapped)	$121,046.00	$28,794.16	$88,245.44	$4,006.40
NCLB Title II - Part A/D	$12,377.00	$6,246.20	$5,830.80	$300.00
NCLB Title IV	$10,272.00	.00	$10,272.00	.00
TOTAL FEDERAL PROJECTS	$314,306.00	$104,403.99	$177,192.20	$32,709.81
*** TOTAL EXPENDITURES ***	$1,042,754.00	$380,760.01	$445,298.17	$216,695.82

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 6 Month Period Ending 12/31/19

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
--- STATE SOURCES ---				
3218	Preschool Education Aid	$728,448.00	$728,448.00	.00
	Total Revenue from State Sources	$728,448.00	$728,448.00	$0.00
--- FEDERAL SOURCES ---				
4411-16	Title I	$170,611.00	$66,790.00	$103,821.00
4451-55	Title II	$12,377.00	$5,539.00	$6,838.00
4420-29	I.D.E.A. Part B (Handicapped)	$121,046.00	$22,222.00	$98,824.00
4XXX	Other Federal Aids	$10,272.00	$0.00	$10,272.00
	Total Revenues from Federal Sources	$314,306.00	$94,551.00	$219,755.00
	TOTAL REVENUES/SOURCES OF FUNDS	$1,042,754.00	$822,999.00	$219,755.00

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 6 Month Period Ending 12/31/19

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	$250,208.00	$129,750.08	$68,487.92	$51,970.00
20-218-100-106 Other Sal. For Instruction	$81,652.00	$29,892.88	$49,083.12	$2,676.00
20-218-100-321 Purchased Prof & Ed Services	$3,750.00	.00	.00	$3,750.00
20-218-100-600 General Supplies	$15,088.00	$15,087.99	.00	$0.01
TOTAL Instruction	$350,698.00	$174,730.95	$117,571.04	$58,396.01
--- Preschool Education Aid - Support Services ---				
20-218-200-102 Salaries of Supervisors of Instruction	$20,206.00	$8,082.40	$12,123.60	.00
20-218-200-103 Salaries of Program Directors	$25,943.00	$10,377.20	$15,565.80	.00
20-218-200-104 Salaries of Other Professional Staff	$25,947.00	$11,139.87	$14,807.13	.00
20-218-200-105 Salaries of Secr. And Clerical Assistants	$17,082.00	$6,832.80	$10,249.20	.00
20-218-200-176 Salaries of Master Teachers	$74,347.00	.00	.00	$74,347.00
20-218-200-200 Personal Services - Employee Benefits	$162,982.00	$65,192.80	$97,789.20	.00
20-218-200-420 Cleaning, Repair & Maintenance Services	$8,635.00	.00	.00	$8,635.00
20-218-200-440 Rentals	$42,608.00	.00	.00	$42,608.00
TOTAL Support Services	$377,750.00	$101,625.07	$150,534.93	$125,590.00
TOTAL PRESCHOOL EDUCATION AID	$728,448.00	$276,356.02	$268,105.97	$183,986.01
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	$728,448.00	$276,356.02	$268,105.97	$183,986.01
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	$314,306.00	$104,403.99	$177,192.20	$32,709.81
T O T A L E X P E N D I T U R E	$1,042,754.00	$380,760.01	$445,298.17	$216,695.82

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Special Revenue Fund - Fund 20

For 6 Month Period Ending 12/31/19

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

1/9 10:20am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

ASSETS AND RESOURCES

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

101	Cash in bank	($233,861.56)

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

Total assets and resources	($233,861.56)

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

--- U n a p p r o p r i a t e d ---

770	Fund balance	($233,861.56)	
	TOTAL FUND BALANCE		($233,861.56)
	TOTAL LIABILITIES AND FUND EQUITY		($233,861.56)

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 6 Month Period Ending 12/31/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Capital Projects Fund - Fund 30

For 6 Month Period Ending 12/31/19

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
Debt Service Fund - Fund 40
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

ASSETS AND RESOURCES

--- A S S E T S ---			
101	Cash in bank		$63,238.49
--- R E S O U R C E S ---			
301	Estimated Revenues	$80,694.00	
			$80,694.00
	Total assets and resources		$143,932.49

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 6 Month Period Ending 12/31/19

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

Reserved fund balance:

601	Appropriations	$80,694.00		
			$80,694.00	
	Total Appropriated		$80,694.00	
--- U n a p p r o p r i a t e d ---				
770	Fund Balance		$63,238.49	
	TOTAL FUND BALANCE			$143,932.49
	TOTAL LIABILITIES AND FUND EQUITY			$143,932.49

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$80,694.00	$0.00	$80,694.00
Revenues	($80,694.00)	$0.00	($80,694.00)
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	$0.00	$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 6 Month Period Ending 12/31/19

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
--- Local Sources ---					
1210	Local tax levy	$80,694.00	.00		$80,694.00
	Total Local Sources	$80,694.00	$0.00		$80,694.00
	TOTAL REVENUE/SOURCES OF FUNDS	$80,694.00	$0.00		$80,694.00

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 6 Month Period Ending 12/31/19

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- Additional State School Bldg. Aid - Ch. 10 ---			
40-703-510-830 Interest	$20,694.00	.00	$20,694.00
40-703-510-910 Redemption of principal	$60,000.00	.00	$60,000.00
TOTAL	$80,694.00	$0.00	$80,694.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	$80,694.00	$0.00	$80,694.00
*** TOTAL USES OF FUNDS ***	$80,694.00	$0.00	$80,694.00

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Debt Service Fund - Fund 40

For 6 Month Period Ending 12/31/19

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

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: NOVEMBER 2019

		CASH REPORT			
	FUNDS	(1) Beginning Cash Balance **REVISED**	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance
	GOVERNMENTAL FUNDS				
1	*General Fund - Fund 10*	2,803,658.47	440,727.77	611,131.86	2,633,254.38
2		0.00			0.00
3	*ED JOBS - Fund 18*	-			-
4	*Special Revenue Fund - Fund 20 (see page 2)*	890,762.63		109,217.14	781,545.49
5	Capital Project Fund - Fund 30	16,181.27	19.82		16,201.09
6	*Debt Service Fund - Fund 40*	48,810.62			48,810.62
	Total Governmental Funds (Lines 1 thru 5)	**3,759,412.99**	**440,747.59**	**720,349.00**	**3,479,811.58**
7	**ENTERPRISE FUNDS**				
10	Food Program Fund - Fund 60	102,076.47	915.10	20,773.21	82,218.36
8					-
9					-
11					-
12					
	Total Operating Account	**3,861,489.46**	**441,662.69**	**741,122.21**	**3,562,029.94**
13	**TRUST AND AGENCY FUNDS**				
14	Payroll	19,867.37	211,326.20	211,326.20	19,867.37
15	Payroll Agency - Fund 90	12,405.19	155,598.63	154,983.18	13,020.64
16	FSA account	118.62	0.15		118.77
17					
18	Other - School Activities	6,693.39	3,747.64	3,366.25	7,074.78
	Total Trust & Agency Funds (Lines 13 thru 15)	**39,084.57**	**370,672.62**	**369,675.63**	**40,081.56**
19	Total All Funds (Lines 6,12, and 16)	**3,900,574.03**	**812,335.31**	**1,110,797.84**	**3,602,111.50**

Pablo Canela
Treasurer of School Moneys

1/11/2020

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: NOVEMBER 2019

		CASH REPORT			
	SPECIAL REVENUE FUND	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements this Month	(4) Ending Cash
1	Local Project	123,410.76			123,410.76
2	Early Childhood Program Aid	921,933.36		76,993.29	844,940.07
3	Preschool Education Aid	-			-
4	DEPA	10,752.22			10,752.22
	TARA	8,806.06			8,806.06
	Distance Learning Network Aid	3,508.00			3,508.00
	Character Education Aid	3,470.95			3,470.95
	Mentoring Aid	2,058.00			2,058.00
11	Other- State	7,643.00			7,643.00
12	P.L. 103-382 Title I & III	(176,028.92)		26,529.15	(202,558.07)
13	P.L. 103-382 Title II	(41,043.73)		1,000.00	(42,043.73)
14	P.L. 103-382 Title IV	(50,753.10)			(50,753.10)
15	P.L. 103-382 Title V	727.40			727.40
17	I.D.E.A. Part B (Handicapped)	(111,502.73)		4,694.70	(116,197.43)
18	P.L. 101-392 Vocational	-			-
19	P.L. 91-230 Adult Basic Education	-			-
20	Other -	187,781.36			187,781.36
		-			-
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1	890,762.63	-	109,217.14	781,545.49

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	General operating Acct
Statement Date	November 30, 2019
Fund/Funds	10,,20,40,

Prepared by
Date:

1	Balance per Bank			3,897,336.66
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date / Amount			
2a				
2b				
2c				
2d	Total D.I.T.'s			
2	Misc	2,349.06		
3	Total Additions		2,349.06	
	Deductions			
	Outstanding Checks			
4	(attached list)	353,856.87		
5	Other (explain)	-		
6	Total Deductions		353,856.87	
7	Net Reconciling Items			(351,507.81)
8	Adjusted Balance per Bank As of		November 30, 2019	3,545,828.85
9	Balance per Board Secretary's Records As of		11/30/2019 **	2,480,095.77
	Reconciling Items:			
	Additions			
10	Interest Earned	-		
11	Other (Explain)		Pending journal entries	
12	Total Additions		-	
	Deductions			
13	Bank Charges			
14	Other (Explain)	(1,365,212.42)	Pending journal entries	
15	Total deductions		(1,365,212.42)	
16	Net Reconciling items			1,365,212.42
17	Adjusted Board Secretary's Balance As of		November 30, 2019	3,845,308.19
				(299,479.34)

* 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	REFERENDUM ACCT
Statement Date	November 30, 2019
Fund/Funds	FUND 30

Prepared by
Date:

1	Balance per Bank			16,201.09
	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		November 30, 2019	16,201.09
9	Balance per Board Secretary's Records As of		11/30/2019 **	(233,861.56)
	Reconciling Items:			
	Additions			
10	Interest Earned	-		
11	Other (Explain)	250,042.83	Pending journal entries	
12	Total Additions		250,042.83	
	Deductions			
13	Bank Charges			
14	Other (Explain)		Pending journal entries	
15	Total deductions		-	
16	Net Reconciling items			250,042.83
17	Adjusted Board Secretary's Balance As of		November 30, 2019	16,181.27

* Line 8 MUST EQUAL line 17. 19.82

** 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	November 30, 2019
Fund/Funds	Net Payroll

Prepared by
Date:

1	Balance per Bank				25,893.88
	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)		6,026.51		
5	Other (explain)		-		
6	Total Deductions			6,026.51	
7	Net Reconciling Items				(6,026.51)
8	Adjusted Balance per Bank As of			November 30, 2019	19,867.37
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

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	6101433275
Statement Date	November 30, 2019
Fund/Funds	Payroll Agency (90)

Prepared by
Date:

1	Balance per Bank			26,987.71
	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)	13,967.07		
5	Other (prior period voids	-		
6	Total Deductions		13,967.07	
7	Net Reconciling Items			(13,967.07)
8	Adjusted Balance per Bank As of		November 30, 2019	13,020.64
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

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	2400000340
Statement Date	November 30, 2019
Fund/Funds	School Activities

Prepared by
Date:

1	Balance per Bank			7,074.78
	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			0.00
8	Adjusted Balance per Bank As of		November 30, 2019	7,074.78

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

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	9500064390
Statement Date	November 30, 2019
Fund/Funds	FSA account

Prepared by
Date:

1	Balance per Bank			118.77
	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			0.00
8	Adjusted Balance per Bank As of		November 30, 2019	118.77

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

BEVERLY CITY SCHOOLS
ANALYSIS OF RECONCILING ITEMS
As of 10-31-2019

.

FUND-10

cash per Board Secretary's Report (Fund 10,16,17)		**1,416,372.18**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	1,395,666.64	
July - June serv charges	(532.90)	
Payroll posting/transfers	(17.51)	
Receipts not posted Aug 28-30	3,716.94	
Wire not posted 9-4-19	(11,546.88)	
		1,387,286.29
cash per Treasurer school monies report		**2,803,658.47**

FUND 20 20		
cash per Board Secretary's Report	-	**898,405.63**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-18	(7,643.00)	
		(7,643.00)
cash per Treasurer school monies report		**890,762.63**

FUND 30		
cash per Board Secretary's Report		**(233,861.56)**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	249,952.76	
Due to current fund -payroll charges		
Due to current fund disb adj		
trsnfer from general fund		
fund 30 acct check		
Interest	90.07	
.		
		250,042.83
cash per Treasurer school monies report		**16,181.27**

FUND 40		
cash per Board Secretary's Report		**63,238.49**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	(14,427.87)	
		(14,427.87)
cash per Treasurer school monies report		**48,810.62**

MISC

FUND 60

cash per Balance Sheet.		**102,079.47**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	(3.00)	
		(3.00)
cash per Treasurer school monies report		**102,076.47**

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

OPERATING ACCOUNT

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
16502	34.65	24330	90.70		
17961	867.83	24336	99.85		
18116	1,605.20	24338	269.05		
18815	7.50	24342	200.00		
18870	180.00	24357	581.75		
19035	600.00				
19086	437.50	24361	1,903.80		
19652	12.40	24365	85.00		
19653	14.20	24374	324.94		
21136	391.68	24375	50.00		
21845	32,981.00	24381	1,200.00		
22596	11,720.00				
22605	36,399.00	24386	305.44		
		24389	134.29		
		24393	3,234.00		
22976	8,287.50	24395	14,300.99		
		24396	2,700.00		
23357	166,061.03				
23367	200.00				
23992	500.00				
24114	31,023.70				
24129	36,874.77				
24156	158.00				
24160	21.1				
24180					
	328,377.06		25,479.81		-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT

OPERATING ACCOUNT

-	-	-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT

TOTAL OPERATING ACCT OS	353,856.87
BEG BAL OS CKS	328,485.56
ISSUED	291,445.23
CASHED	(266,073.92)
void	
	353,856.87
	-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
NET PAYROLL ACCOUNT					
202822	182.23	218309	63.23		
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					
218158	172.90				
218176	85.82				
218219	123.77				
218301	87.07				
218306	172.27				
218307	64.28				
	5,963.28		63.23		-

TOTAL O/S CHECKS -PAYROLL ACCT 6,026.51

BEG BAL OS CKS		6,388.04
	ISSUED	2,848.00
	CASHED	(3,209.53)
		6,026.51

-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
PAYROLL AGENCY					
10539	14.20				
11779	555.02				
11780	382.38				
11781	217.82				
11782	5,990.00				
11784	1,100.00				
11785	4,444.80				
11786	250.00				
11787	887.85				
11788	125.00				
	13,967.07				

BEG BAL OS CKS		12,602.33
	ISSUED	40,913.08
	CASHED	(39,548.34)
	void	
		13,967.07

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT

FUND 30 REFERENDUM ACCOUNT

18

-

BEG BAL OS CKS		-
	ISSUED	
	CASHED	-
	void	
		-
		-

8D

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: DECEMBER 2019

		CASH REPORT			
	FUNDS	(1) Beginning Cash Balance **REVISED**	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance
	GOVERNMENTAL FUNDS				
1	*General Fund - Fund 10*	2,633,254.38	705,460.90	618,350.88	2,720,364.40
2		0.00			0.00
3	*ED JOBS - Fund 18*	-			-
4	*Special Revenue Fund - Fund 20 (see page 2)*	781,545.49	85,111.00	85,831.58	780,824.91
5	Capital Project Fund - Fund 30	16,201.09	19.36		16,220.45
6	*Debt Service Fund - Fund 40*	48,810.62			48,810.62
	Total Governmental Funds (Lines 1 thru 5)	**3,479,811.58**	**790,591.26**	**704,182.46**	**3,566,220.38**
7	**ENTERPRISE FUNDS**				
10	Food Program Fund - Fund 60	82,218.36	38,859.63	15,606.84	105,471.15
8					-
9					-
11					-
12					
	Total Operating Account	**3,562,029.94**	**829,450.89**	**719,789.30**	**3,671,691.53**
13	**TRUST AND AGENCY FUNDS**				
14	Payroll	19,867.37	222,367.96	222,367.96	19,867.37
15	Payroll Agency - Fund 90	13,020.64	158,594.84	158,647.98	12,967.50
16	FSA account	118.77	0.14		118.91
17					
18	Other - School Activities	7,074.78	715.20	2,195.90	5,594.08
	Total Trust & Agency Funds (Lines 13 thru 15)	**40,081.56**	**381,678.14**	**383,211.84**	**38,547.86**
19	Total All Funds (Lines 6,12, and 16)	**3,602,111.50**	**1,211,129.03**	**1,103,001.14**	**3,710,239.39**

Pablo Canela
Treasurer of School Moneys

2/9/2020

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: DECEMBER 2019

	CASH REPORT				
	SPECIAL REVENUE FUND	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements this Month	(4) Ending Cash
1	Local Project	123,410.76	85,111.00		208,521.76
2	Early Childhood Program Aid	844,940.07		66,323.14	778,616.93
3	Preschool Education Aid	-			-
4	DEPA	10,752.22			10,752.22
	TARA	8,806.06			8,806.06
	Distance Learning Network Aid	3,508.00			3,508.00
	Character Education Aid	3,470.95			3,470.95
	Mentoring Aid	2,058.00			2,058.00
11	Other- State	7,643.00			7,643.00
12	P.L. 103-382 Title I & III	(202,558.07)		12,228.16	(214,786.23)
13	P.L. 103-382 Title II	(42,043.73)		707.70	(42,751.43)
14	P.L. 103-382 Title IV	(50,753.10)			(50,753.10)
15	P.L. 103-382 Title V	727.40			727.40
17	I.D.E.A. Part B (Handicapped)	(116,197.43)		6,572.58	(122,770.01)
18	P.L. 101-392 Vocational	-			-
19	P.L. 91-230 Adult Basic Education	-			-
20	Other -	187,781.36			187,781.36
		-			-
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1	781,545.49	85,111.00	85,831.58	780,824.91

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	General operating Acct
Statement Date	December 31, 2019
Fund/Funds	10,,20,40,

Prepared by
Date:

1	Balance per Bank			3,997,340.55
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d	Total D.I.T.'s			
2	Misc	2,349.06		
3	Total Additions		2,349.06	
	Deductions			
	Outstanding Checks			
4	(attached list)	344,218.53		
5	Other (explain)	-		
6	Total Deductions		344,218.53	
7	Net Reconciling Items			(341,869.47)
8	Adjusted Balance per Bank As of		December 31, 2019	3,655,471.08
9	Balance per Board Secretary's Records As of		12/31/2019 **	2,318,102.21
	Reconciling Items:			
	Additions			
10	Interest Earned	-		
11	Other (Explain)		Pending journal entries	
12	Total Additions		-	
	Deductions			
13	Bank Charges			
14	Other (Explain)	(1,337,368.87)	Pending journal entries	
15	Total deductions		(1,337,368.87)	
16	Net Reconciling items			1,337,368.87
17	Adjusted Board Secretary's Balance As of		December 31, 2019	3,655,471.08

* 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	REFERENDUM ACCT
Statement Date	December 31, 2019
Fund/Funds	FUND 30

Prepared by
Date:

1	Balance per Bank			16,220.45
	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		December 31, 2019	16,220.45
9	Balance per Board Secretary's Records As of		12/31/2019 **	(233,861.56)
	Reconciling Items:			
	Additions			
10	Interest Earned	-		
11	Other (Explain)	250,082.01	Pending journal entries	
12	Total Additions		250,082.01	
	Deductions			
13	Bank Charges			
14	Other (Explain)		Pending journal entries	
15	Total deductions		-	
16	Net Reconciling items			250,082.01
17	Adjusted Board Secretary's Balance As of		December 31, 2019	16,220.45

* 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	December 31, 2019
Fund/Funds	Net Payroll

Prepared by

Date:

1	Balance per Bank			25,647.81
	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)	5,780.44		
5	Other (explain)	-		
6	Total Deductions		5,780.44	
7	Net Reconciling Items			(5,780.44)
8	Adjusted Balance per Bank As of		December 31, 2019	19,867.37
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

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	6101433275
Statement Date	December 31, 2019
Fund/Funds	Payroll Agency (90)

Prepared by
Date:

1	Balance per Bank			12,981.70
	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)	14.20		
5	Other (prior period voids	-		
6	Total Deductions		14.20	
7	Net Reconciling Items			(14.20)
8	Adjusted Balance per Bank As of		December 31, 2019	12,967.50
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

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	2400000340
Statement Date	December 31, 2019
Fund/Funds	School Activities

Prepared by

Date:

1	Balance per Bank			5,594.08
	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			0.00
8	Adjusted Balance per Bank As of		December 31, 2019	5,594.08

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

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank
Account number	9500064390
Statement Date	December 31, 2019
Fund/Funds	FSA account

Prepared by
Date:

1	Balance per Bank			118.91
	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			0.00
8	Adjusted Balance per Bank As of		December 31, 2019	118.91

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

BEVERLY CITY SCHOOLS
ANALYSIS OF RECONCILING ITEMS
As of 12-31-2019

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FUND-10

cash per Board Secretary's Report (Fund 10,16,17)		**1,360,921.66**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	1,395,666.64	
July - June serv charges	(532.90)	
Payroll posting/transfers	(17.51)	
Receipts not posted Aug 28-30	3,716.94	
Wire not posted 9-4-19	(11,546.88)	
check 24403 not posted	(27,843.55)	
		1,359,442.74
cash per Treasurer school monies report		**2,720,364.40**

FUND 20 20		
cash per Board Secretary's Report	-	**788,467.91**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-18	(7,643.00)	
		(7,643.00)
cash per Treasurer school monies report		**780,824.91**

FUND 30		
cash per Board Secretary's Report		**(233,861.56)**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	249,952.76	
Due to current fund -payroll charges		
Due to current fund disb adj		
trsnfer from general fund		
fund 30 acct check		
Interest	129.25	
:		
		250,082.01
cash per Treasurer school monies report		**16,220.45**

FUND 40		
cash per Board Secretary's Report		**63,238.49**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	(14,427.87)	
		(14,427.87)
cash per Treasurer school monies report		**48,810.62**

MISC

FUND 60

cash per Balance Sheet.		**105,474.15**
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-19	(3.00)	
		(3.00)
cash per Treasurer school monies report		**105,471.15**

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

OPERATING ACCOUNT

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
16502	34.65	24405	3,307.50		
17961	867.83	24406	59.00		
18116	1,605.20	24408	15,171.20		
18815	7.50	24409	3,511.04		
18870	180.00	24412	180.00		
19035	600.00	24416	355.94		
19086	437.50	24417	1,950.00		
19652	12.40	24418	1,020.00		
19653	14.20	24422	18,468.00		
21136	391.68	24431	3,572.98		
21845	32,981.00	24435	1,504.08		
22596	11,720.00	24443	184.00		
22605	36,399.00	24464	198.50		
22976	8,287.50				
23357	166,061.03				
23367	200.00				
23992	500.00				
24114	31,023.70				
24129					
24156	158.00				
24160	21.1				
24393	3,234.00				
	294,736.29		49,482.24		-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT

OPERATING ACCOUNT

-	-	-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT

TOTAL OPERATING ACCT OS	344,218.53
BEG BAL OS CKS	353,856.87
ISSUED	252,423.81
CASHED	(262,062.15)
void	
	344,218.53
	-

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
NET PAYROLL ACCOUNT					
202822	182.23	218310	45.92		
205215	167.61	218311	94.86		
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					
218158	172.90				
218176	85.82				
218219	123.77				
	5,639.66		140.78		-

TOTAL O/S CHECKS -PAYROLL ACCT 5,780.44

BEG BAL OS CKS		6,026.51
	ISSUED	2,811.80
	CASHED	(3,057.87)
		5,780.44

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
PAYROLL AGENCY					
10539	14.20				
	14.20				

BEG BAL OS CKS		13,967.07
	ISSUED	40,014.00
	CASHED	(53,966.87)
	void	
		14.20
		0.00

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

10/31/2019

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT

FUND 30 REFERENDUM ACCOUNT

18

	-

BEG BAL OS CKS		-
	ISSUED	
	CASHED	-
	void	
		-
		-

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11/20/2019

Beverly City Board of Education
Monthly Transfer Report

8E

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
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	1,717,188.00	0.00	1,717,188.00	171,718.80	(170,862.00)	-9.95	856.80	293,446.81
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	564,842.00	0.00	564,842.00	56,484.20	301,790.00	53.43	358,274.20	66,751.96
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 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	21,500.00	0.00	21,500.00	2,150.00	0.00	0.00	2,150.00	9,745.73
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		**2,303,530.00**	**0.00**	**2,303,530.00**					**369,944.50**
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	1,905,211.00	0.00	1,905,211.00	190,521.10	(135,500.00)	-7.11	55,021.10	657,815.64
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	468,667.00	0.00	468,667.00	46,866.70	6,810.00	1.45	53,676.70	41,635.04
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	283,396.00	0.00	283,396.00	28,339.60	1,000.00	0.35	29,339.60	28,420.82
General Administration	1X-000-230-XXX	235,791.00	0.00	235,791.00	23,579.10	(2,428.00)	-1.03	21,151.10	64,674.70
School Administration	1X-000-240-XXX	30,650.00	0.00	30,650.00	3,065.00	0.00	0.00	3,065.00	3,211.52
Central Services & Administrative Information Technology	1X-000-25X-XXX	154,651.00	0.00	154,651.00	15,465.10	0.00	0.00	15,465.10	23,546.45
Operation and Maintenance of Plant Services	1X-000-26X-XXX	584,218.00	0.00	584,218.00	58,421.80	6,000.00	1.03	64,421.80	288,173.03
Student Transportation Services	1X-000-270-XXX	435,790.00	0.00	435,790.00	43,579.00	(13,810.00)	-3.17	29,769.00	165,623.45

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11/20/2019

Beverly City Board of Education
Monthly Transfer Report

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
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,123,029.00	0.00	1,123,029.00	112,302.90	0.00	0.00	112,302.90	336,056.49
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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 GENERAL CURRENT EXPENSE		**5,221,403.00**	**0.00**	**5,221,403.00**					**1,609,157.14**
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	1,500.00	37.50	1,900.00	5,500.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	0.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00	0.00
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		**4,000.00**	**0.00**	**4,000.00**					**5,500.00**
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	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
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		**7,528,933.00**	**0.00**	**7,528,933.00**					**1,984,601.64**

School Business Administrator Signature

Date

va_exaa1.082406
11/20/2019

Beverly City Board of Education
Expense Account Adjustment Analysis By Account#
Current Cycle : November

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
		Current Appropriation Adjustments						
11-000-100-565- -	TUITION-CSSD & DAY SCHOO	bt - november	000023	11/20/2019	BSAVAGE	$541,394.00	($5,500.00)	$535,894.00
11-000-230-339- -	GENERAL ADMIN PURCH PROF	bt - november	000020	11/20/2019	BSAVAGE	$4,000.00	$3,572.00	$7,572.00
		bt - november - reverse	000021	11/20/2019	BSAVAGE	$7,572.00	($6,000.00)	$1,572.00
			Total For Account # 11-000-230-339- -				($2,428.00)	
11-000-262-300- -	OPER PURCH PROF/TECH SVS	bt - november	000019	11/20/2019	BSAVAGE	$37,600.00	$1,500.00	$39,100.00
11-000-262-420- -	OPER CONTRACT SERVICES	bt - november	000019	11/20/2019	BSAVAGE	$56,300.00	$1,800.00	$58,100.00
11-000-262-520- -	OPER PROPERTY INS	bt - november	000019	11/20/2019	BSAVAGE	$15,300.00	($3,300.00)	$12,000.00
11-120-100-101- -	GR. 1-5 TEACHER SALARIES	bt - november	000019	11/20/2019	BSAVAGE	$570,230.00	($1,500.00)	$568,730.00
		bt - november	000020	11/20/2019	BSAVAGE	$568,730.00	($3,572.00)	$565,158.00
			Total For Account # 11-120-100-101- -				($5,072.00)	
11-130-100-101- -	GR. 6-8 TEACHER SALARIES	bt - november - reverse	000021	11/20/2019	BSAVAGE	$334,544.00	$6,000.00	$340,544.00
11-190-100-320- -	PURCHASED PROF/ED SVC	bt - november	000019	11/20/2019	BSAVAGE	$40,000.00	($6,600.00)	$33,400.00
11-190-100-340- -	PURCHASED TECH SVC	bt - november	000019	11/20/2019	BSAVAGE	$49,600.00	$2,500.00	$52,100.00
11-190-100-610- -	GENERAL SUPPLIES INSTRUC	bt - november	000019	11/20/2019	BSAVAGE	$70,000.00	$4,100.00	$74,100.00
11-204-100-101- -	LLD TEACHER SALARIES	bt - november	000019	11/20/2019	BSAVAGE	$155,391.00	($2,000.00)	$153,391.00
11-204-100-101-01 -	LLD-SUBSTITUTES	bt - november	000019	11/20/2019	BSAVAGE	$3,400.00	$2,000.00	$5,400.00
12-000-300-730- -	EQUIPMENT NON INSTRUCTIO	bt - november	000019	11/20/2019	BSAVAGE	$4,000.00	($4,000.00)	$0.00
		bt - november - reverse	000022	11/20/2019	BSAVAGE	$0.00	$5,500.00	$5,500.00
			Total For Account # 12-000-300-730- -				$1,500.00	
12-000-400-390- -	FACILITIES-PROF/TECH SVC	bt - november	000019	11/20/2019	BSAVAGE	$0.00	$5,500.00	$5,500.00
		bt - november - reverse	000022	11/20/2019	BSAVAGE	$5,500.00	($5,500.00)	$0.00
		bt - november	000023	11/20/2019	BSAVAGE	$0.00	$5,500.00	$5,500.00
			Total For Account # 12-000-400-390- -				$5,500.00	
					Total Current Appr.			***$0.00***

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12/18/2019

Beverly City Board of Education
Monthly Transfer Report

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
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	1,717,188.00	0.00	1,717,188.00	171,718.80	(170,862.00)	-9.95	856.80	291,057.53
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	564,842.00	0.00	564,842.00	56,484.20	301,790.00	53.43	358,274.20	50,846.69
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 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	21,500.00	0.00	21,500.00	2,150.00	0.00	0.00	2,150.00	8,876.15
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		**2,303,530.00**	**0.00**	**2,303,530.00**		**130,928.00**			**350,780.37**
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	1,905,211.00	0.00	1,905,211.00	190,521.10	(135,500.00)	-7.11	55,021.10	624,355.64
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	468,667.00	0.00	468,667.00	46,866.70	6,810.00	1.45	53,676.70	32,726.93
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	283,396.00	0.00	283,396.00	28,339.60	1,000.00	0.35	29,339.60	27,932.82
General Administration	1X-000-230-XXX	235,791.00	0.00	235,791.00	23,579.10	(2,428.00)	-1.03	21,151.10	59,258.25
School Administration	1X-000-240-XXX	30,650.00	0.00	30,650.00	3,065.00	0.00	0.00	3,065.00	3,211.52
Central Services & Administrative Information Technology	1X-000-25X-XXX	154,651.00	0.00	154,651.00	15,465.10	0.00	0.00	15,465.10	23,397.52
Operation and Maintenance of Plant Services	1X-000-26X-XXX	584,218.00	0.00	584,218.00	58,421.80	6,000.00	1.03	64,421.80	269,405.91
Student Transportation Services	1X-000-270-XXX	435,790.00	0.00	435,790.00	43,579.00	(13,810.00)	-3.17	29,769.00	128,648.45

Beverly City Board of Education
Monthly Transfer Report

W_S1701_8919
1/7/18/2019

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
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,123,029.00	0.00	1,123,029.00	112,302.90	0.00	0.00	112,302.90	333,028.05
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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 GENERAL CURRENT EXPENSE		**5,221,403.00**	**0.00**	**5,221,403.00**		**(137,928.00)**			**1,501,965.09**
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	1,500.00	37.50	1,900.00	5,500.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	0.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00	0.00
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		**4,000.00**	**0.00**	**4,000.00**		**7,000.00**			**5,500.00**
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	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
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		**7,528,933.00**	**0.00**	**7,528,933.00**		**0.00**			**1,858,245.46**

School Business Administrator Signature

Date

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

8G

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
20-00338		1752/SCHOOL SPECIALTY INC	11-190-100-610- -	GENERAL SUPPLIES	02/20/20	1	DBRYSONREQ	CR-1	32.93
20-00339		1752/SCHOOL SPECIALTY INC	11-204-100-610- -	GENERAL SUPPLIES-LLD	02/20/20	1	DBRYSONREQ	CR-1	52.75
20-00340		1175/BUREAU OF EDUCATION &	11-000-223-580- -	WORKSHOPS	02/20/20	1	DBRYSONREQ	CR-1	558.00
20-00341		2213/DELL COMPUTER CORPORATION	11-000-262-300- -	OPER PURCH PROF/TECH	02/20/20	1	DBRYSONREQ	CR-1	139.00
20-00342		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	02/20/20	1	DBRYSONREQ	CR-1	1,170.76
20-00343		1815/BEVERLY SEWERAGE AUTHORITY	11-000-262-490- -	OTHPURPROP	02/20/20	1	DBRYSONREQ	CR-1	502.00
20-00344		1039/COURIER TIMES INC - BURLINGTON	11-000-230-590- -	GEN AD ADVERTISEMENT	02/20/20	1	DBRYSONREQ	CR-1	47.14
20-00345		3579/PROFESSIONAL MEDICAL STAFFING	11-000-213-300- -	HEALTH PURCHASED	02/20/20	1	DBRYSONREQ	CR-1	362.50
20-00346		2016/HEWITT MD, JAMES L.	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-1	575.00
20-00347		3399/ACACIA FINANCIAL GROUP, INC.	12-000-400-390- -	FACILITIES-PROF/TECH SVC	02/20/20	1	DBRYSONREQ	CR-1	750.00
20-00348		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/20/20	1	DBRYSONREQ	CR-1	14.17
20-00349		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-1	157.22
20-00350		2591/BAYADA NURSES INC	11-000-213-300- -	HEALTH PURCHASED	02/20/20	1	DBRYSONREQ	CR-1	343.75
20-00351		3626/GENERAL HEALTHCARE	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-1	2,626.75
20-00352		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	02/20/20	1	DBRYSONREQ	CR-1	2,505.00
20-00353		1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-1	93.00
20-00354		2683/AMERICAN LEGION POST 156	11-401-100-890- -	COCURR MISC EXPENSES	02/20/20	1	DBRYSONREQ	CR-1	300.00

Beverly City Board of Education

vo_po04.102317
01/30/2020

Entered Purchase Order Report By PO Number

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
20-00355		3391/LAZARUK, BRIAN	11-401-100-500- -	COCURR OTH PURCH SVS	02/20/20	1	DBRYSONREQ	CR-1	59.00
20-00356		2671/JACKAMONIS, WILLIAM	11-401-100-500- -	COCURR OTH PURCH SVS	02/20/20	1	DBRYSONREQ	CR-1	59.00
20-00357		3587/TWEEDY, ANTHONY	11-401-100-500- -	COCURR OTH PURCH SVS	02/20/20	1	DBRYSONREQ	CR-1	59.00
20-00358		3631/FANSLAU, CARLY	11-000-291-280- -	TUITION REIMBURSEMENT	02/20/20	1	DBRYSONREQ	CR-1	3,325.50
20-00359		3134/FEDEX	11-000-230-530- -	TELEPHONE POSTAGE	02/20/20	1	DBRYSONREQ	CR-1	168.08
20-00360		1323/GENERAL FIRE SALES & SERVICE	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/20/20	1	DBRYSONREQ	CR-1	184.95
20-00361		3635/ELKAY, LLC-SPECIAL SUPPLIES	11-204-100-610- -	GENERAL SUPPLIES-LLD	02/20/20	1	DBRYSONREQ	CR-1	48.93
20-00362		3636/SHAUN DAVIS	11-401-100-500- -	COCURR OTH PURCH SVS	02/20/20	1	DBRYSONREQ	CR-1	59.00

Report Totals

Current Entered	**$14,193.43**
Prior Entered	**$0.00**
Total Entered	**$14,193.43**

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

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
20-00363		1266/B.C.S.S.S.D.	11-000-100-565- -	TUITION-CSSD & DAY	02/20/20	1	DBRYSONREQ	CR-	405,821.00
			11-000-100-568- -	TUITION-STATE FACILITIES	02/20/20	1	DBRYSONREQ	CR-	35,465.00
					Total For 2 Transactions On PO# 20-00363				$441,286.00
20-00364		1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-	93.00
20-00365		3626/GENERAL HEALTHCARE	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-	1,738.00
20-00366		2272/CLC LOCKSMITHS LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/20/20	1	DBRYSONREQ	CR-	59.20
20-00367		3627/ADVANCED EDUCATION CENTERS,	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-	5,283.75
20-00368		2687/PESI	11-000-223-580- -	WORKSHOPS	02/20/20	1	DBRYSONREQ	CR-	219.99
20-00369		3072/FP MAILING SOLUTIONS	11-000-230-530- -	TELEPHONE POSTAGE	02/20/20	1	DBRYSONREQ	CR-	500.00
20-00370		1556/DISCOUNT SCHOOL SUPPLY	11-190-100-610- -	GENERAL SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	326.53
20-00371		3467/IXL LEARNING	11-190-100-610- -	GENERAL SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	74.00
20-00372		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	02/20/20	1	DBRYSONREQ	CR-	1,756.10
20-00373		3439/DON JOHNSTON INC.	11-000-262-300- -	OPER PURCH PROF/TECH	02/20/20	1	DBRYSONREQ	CR-	810.00
20-00374		1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -	OPER CONTRACT SERVICES	02/20/20	1	DBRYSONREQ	CR-	3,950.00
20-00375		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	992.46
20-00376		2984/STAPLES ADVANTAGE	11-000-251-610- -	BUSINESS SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	20.09
20-00377		1979/Y.A.L.E. SCHOOL INC.	11-000-100-566- -	TUITION-PRIVATE SCHOOL	02/20/20	1	DBRYSONREQ	CR-	4,416.60
			20-250-100-500- -	IDEA TUITION	02/20/20	1	DBRYSONREQ	CR-	679.40
					Total For 2 Transactions On PO# 20-00377				$5,096.00
20-00378		3637/HAMPTON COUNSELING CENTER	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-	540.00

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

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
20-00379		3638/NEW JERSEY DEPT. OF CHILDREN &	11-000-270-514- -	TRANS CONT SVS SP ED	02/20/20	1	DBRYSONREQ	CR-	7,560.00
20-00380		3579/PROFESSIONAL MEDICAL STAFFING	11-000-213-300- -	HEALTH PURCHASED	02/20/20	1	DBRYSONREQ	CR-	350.00
20-00381		2506/NJ TRANSIT-RIVERLINE	11-000-270-512- -	TRANS FIELD/ATH TRIPS	02/20/20	1	DBRYSONREQ	CR-	1,100.00

Report Totals		
	Current Entered	$471,755.12
	Prior Entered	$0.00
	Total Entered	$471,755.12

Beverly City Board of Education

Entered Purchase Order Report By PO Number

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02/20/2020

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
20-00382		3639/INTEGRITY INTERPRETING, LLC	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-	425.38
20-00383		3421/DAVID B. RUBIN, PC	11-000-230-331- -	GEN ADMIN-LEGAL SVC	02/20/20	1	DBRYSONREQ	CR-	2,885.37
20-00384		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/PT PROF SER	02/20/20	1	DBRYSONREQ	CR-	498.18
20-00385		3134/FEDEX	11-000-230-530- -	TELEPHONE.POSTAGE	02/20/20	1	DBRYSONREQ	CR-	36.19
20-00386		2272/CLC LOCKSMITHS LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/20/20	1	DBRYSONREQ	CR-	177.00
20-00387		1039/COURIER TIMES INC - BURLINGTON	11-000-230-590- -	GEN AD ADVERTISEMENT	02/20/20	1	DBRYSONREQ	CR-	31.96
20-00388		1316/CAFETERIA ACCOUNT	60-910-310-610- -	FOOD SERVICE SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	150.00
20-00389		1008/LAKESHORE LEARNING MAT.	11-190-100-610- -	GENERAL SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	1,407.59
20-00390		1554/CONSTRUCTIVE PLAYTHINGS	11-190-100-610- -	GENERAL SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	219.99
20-00391		1556/DISCOUNT SCHOOL SUPPLY	11-190-100-610- -	GENERAL SUPPLIES	02/20/20	1	DBRYSONREQ	CR-	59.72

Report Totals

Current Entered	**$5,891.38**
Prior Entered	**$0.00**
Total Entered	**$5,891.38**

Beverly City Board of Education

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020514
30/2020

25 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
20-00338	20-00338	DBRYSONREQ	SCHOOL SPECIALTY INC	000		32.93
20-00339	20-00339	DBRYSONREQ	SCHOOL SPECIALTY INC	000	CARLY FANSLAU	52.75
20-00340	20-00340	DBRYSONREQ	BUREAU OF EDUCATION & RESEARCH	000		558.00
20-00341	20-00341	DBRYSONREQ	DELL COMPUTER CORPORATION	000	JACK DOOLEY	139.00
20-00342	20-00342	DBRYSONREQ	CDW GOVERNMENT INC.	000	JACK DOOLEY	1,170.76
20-00343	20-00343	DBRYSONREQ	BEVERLY SEWERAGE AUTHORITY	000		502.00
20-00344	20-00344	DBRYSONREQ	COURIER TIMES INC - BURLINGTON	000		47.14
20-00345	20-00345	DBRYSONREQ	PROFESSIONAL MEDICAL STAFFING	000		362.50
20-00346	20-00346	DBRYSONREQ	HEWITT MD, JAMES L.	000		575.00
20-00347	20-00347	DBRYSONREQ	ACACIA FINANCIAL GROUP, INC.	000		750.00
20-00348	20-00348	DBRYSONREQ	CM3 BUILDING SOLUTIONS INC	000		14.17
20-00349	20-00349	DBRYSONREQ	PARA PLUS TRANSLATIONS, INC.	000		157.22
00350	20-00350	DBRYSONREQ	BAYADA NURSES INC	000		343.75
20-00352	20-00352	DBRYSONREQ	JAY'S LANDSCAPING,LLC	000		2,505.00
20-00353	20-00353	DBRYSONREQ	EDUCATIONAL SERVICES UNIT	000		93.00
20-00354	20-00354	DBRYSONREQ	AMERICAN LEGION POST 156	000		300.00
20-00351	20-00351	DBRYSONREQ	GENERAL HEALTHCARE RESOURCES,	000		2,626.75
20-00355	20-00355	DBRYSONREQ	LAZARUK, BRIAN	000		59.00
20-00356	20-00356	DBRYSONREQ	JACKAMONIS, WILLIAM	000		59.00
20-00357	20-00357	DBRYSONREQ	TWEEDY, ANTHONY	000		59.00
20-00358	20-00358	DBRYSONREQ	FANSLAU, CARLY	000		3,325.50
20-00359	20-00359	DBRYSONREQ	FEDEX	000		168.08
20-00360	20-00360	DBRYSONREQ	GENERAL FIRE SALES & SERVICE	000		184.95
20-00362	20-00362	DBRYSONREQ	SHAUN DAVIS	000		59.00
20-00361	20-00361	DBRYSONREQ	ELKAY, LLC-SPECIAL SUPPLIES	000	CARLY FANSLAU	48.93

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Beverly City Board of Education

19 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
20-00363	20-00363	DBRYSONREQ	B.C.S.S.S.D.	000		441,286.00
20-00364	20-00364	DBRYSONREQ	EDUCATIONAL SERVICES UNIT	000		93.00
20-00365	20-00365	DBRYSONREQ	GENERAL HEALTHCARE RESOURCES,	000		1,738.00
20-00366	20-00366	DBRYSONREQ	CLC LOCKSMITHS LLC	000		59.20
20-00367	20-00367	DBRYSONREQ	ADVANCED EDUCATION CENTERS, LLC	000		5,283.75
20-00368	20-00368	DBRYSONREQ	PESI	000	C. LIGHT	219.99
20-00369	20-00369	DBRYSONREQ	FP MAILING SOLUTIONS	000		500.00
20-00370	20-00370	DBRYSONREQ	DISCOUNT SCHOOL SUPPLY	000	AMY HORNBECK	326.53
20-00371	20-00371	DBRYSONREQ	IXL LEARNING	000	KERRI LAWLER	74.00
20-00372	20-00372	DBRYSONREQ	CDW GOVERNMENT INC.	000	JACK DOOLEY	1,756.10
20-00373	20-00373	DBRYSONREQ	DON JOHNSTON INC.	000	JACK DOOLEY	810.00
20-00374	20-00374	DBRYSONREQ	BEVAN SECURITY SYSTEMS	000		3,950.00
20-00375	20-00375	DBRYSONREQ	GENERAL CHEMICAL CO.	000		992.46
20-00376	20-00376	DBRYSONREQ	STAPLES ADVANTAGE	000	BRIAN SAVAGE	20.09
20-00377	20-00377	DBRYSONREQ	Y.A.L.E. SCHOOL INC.	000		5,096.00
20-00378	20-00378	DBRYSONREQ	HAMPTON COUNSELING CENTER	000		540.00
20-00379	20-00379	DBRYSONREQ	NEW JERSEY DEPT. OF CHILDREN &	000		7,560.00
20-00380	20-00380	DBRYSONREQ	PROFESSIONAL MEDICAL STAFFING	000		350.00
20-00381	20-00381	DBRYSONREQ	NJ TRANSIT-RIVERLINE	000		1,100.00

Beverly City Board of Education

va_areq1
020514
02/20/2020

10 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
20-00382	20-00382	DBRYSONREQ	INTEGRITY INTERPRETING, LLC	000		425.38
20-00383	20-00383	DBRYSONREQ	DAVID B. RUBIN, PC	000		2,885.37
20-00384	20-00384	DBRYSONREQ	PARA PLUS TRANSLATIONS, INC.	000		498.18
20-00385	20-00385	DBRYSONREQ	FEDEX	000		36.19
20-00386	20-00386	DBRYSONREQ	CLC LOCKSMITHS LLC	000		177.00
20-00387	20-00387	DBRYSONREQ	COURIER TIMES INC - BURLINGTON	000		31.96
20-00388	20-00388	DBRYSONREQ	CAFETERIA ACCOUNT	000		150.00
20-00389	20-00389	DBRYSONREQ	LAKESHORE LEARNING MAT.	000	AMY HORNBECK	1,407.59
20-00390	20-00390	DBRYSONREQ	CONSTRUCTIVE PLAYTHINGS	000	AMY HORNBECK	219.99
20-00391	20-00391	DBRYSONREQ	DISCOUNT SCHOOL SUPPLY	000	AMY HORNBECK	59.72

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 02/21/2020

8H

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
A-1 RUBBER STAMP PRODUCTS, INC./ 3481							
	20-00300	11-000-219-610- -/ CST SUPPLIES		CF	165187	24513	36.95
ABC PEDIATRIC THERAPY, LLC/ 3616							
	20-00274	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	103/131	24514	1,126.25
ACACIA FINANCIAL GROUP, INC./ 3399							
	20-00347	12-000-400-390- -/ FACILITIES-PROF/TECH SVC		CF	ANNUAL 6/30/2020	24515	750.00
ADVANCED EDUCATION CENTERS, LLC/ 3627							
	20-00367	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	2/5/2020-01094	24516	5,283.75
AMERICAN LEGION POST 156/ 2683							
	20-00354	11-401-100-890- -/ COCURR MISC EXPENSES		CF	BOYS STATE	24517	300.00
ATLANTIC BUSINESS PRODUCTS/ 3206							
	20-00327	11-000-219-610- -/ CST SUPPLIES		CF	cnin980431	24518	152.60
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	cnin980431	24518	1,342.94
			Total for ATLANTIC BUSINESS PRODUCTS/ 3206				$1,495.54
ATRA JANITORIAL SUPPLY CO., INC./ 3625							
	20-00255	11-000-261-610- -/ MAINT SUPPLIES		CP	66150	24519	128.74
		11-000-261-610- -/ MAINT SUPPLIES		CF	66151	24519	313.91
			Total for ATRA JANITORIAL SUPPLY CO., INC./ 3625				$442.65
B.C.I.T./ 1952							
	20-00104	11-000-100-563- -/ TUITION-CO VOC SCHOOL		CP	MARCH 2020	24520	15,171.20
B.C.S.S.S.D./ 1266							
	20-00249	11-000-100-565- -/ TUITION-CSSD & DAY SCHOO		CP	JAN 2020 A.T. #20-0567	24521	4,608.24
	20-00321	11-000-100-565- -/ TUITION-CSSD & DAY SCHOO		CP	JAN 2020-A.T. #20-0533	24521	2,940.00
		11-000-100-565- -/ TUITION-CSSD & DAY SCHOO		CP	JAN 2020-J.C. #20-0533	24521	2,940.00
			Total for B.C.S.S.S.D./ 1266				$10,488.24
BAYADA NURSES INC/ 2591							
	20-00112	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	15242978	24522	708.75
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	15263162	24522	1,440.00
	20-00350	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CF	15284069	24522	343.75
	20-00112	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	15284075	24522	1,440.00
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	15304871	24522	1,080.00

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 02/21/2020

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	15325804	24522	1,800.00
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	15346720	24522	1,080.00
				Total for BAYADA NURSES INC/ 2591			$7,892.50
BEVAN SECURITY SYSTEMS/ 1054							
	20-00374	11-000-262-420- -/ OPER CONTRACT SERVICES		CF	00102501	24523	3,950.00
BEVERLY SEWERAGE AUTHORITY/ 1815							
	20-00343	11-000-262-490- -/ OTHPURPROP WATERSEWER		CF	101/331	24524	502.00
BUREAU OF EDUCATION & RESEARCH/ 1175							
	20-00340	11-000-223-580- -/ WORKSHOPS		CP	4956072	24525	279.00
		11-000-223-580- -/ WORKSHOPS		CF	4956073	24525	279.00
				Total for BUREAU OF EDUCATION & RESEARCH/ 1175			$558.00
BURLINGTON COUNTY TREASURER/ 2313							
	20-00302	11-401-100-500- -/ COCURR OTH PURCH SVS		CF	18812656	24526	150.00
C & M DOOR CONTROLS, INC./ 3337							
	20-00203	11-000-262-420- -/ OPER CONTRACT SERVICES		CF	49931	24527	14,400.00
CAFETERIA ACCOUNT/ 1316							
	20-00388	60-910-310-610- -/ FOOD SERVICE SUPPLIES		CF	2/1/2020	24528	150.00
CDW GOVERNMENT INC./ 2884							
	20-00285	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	WFQ5621	24529	4,347.90
	20-00303	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	WGP3034	24529	957.86
	20-00285	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	WKB7013	24529	81.18
	20-00330	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	WKH7585	24529	1,628.60
		11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	WKK6737	24529	127.50
	20-00342	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	WTJ2837	24529	1,049.77
				Total for CDW GOVERNMENT INC./ 2884			$8,192.81
CLC LOCKSMITHS LLC/ 2272							
	20-00366	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	65503	24530	59.20
CM3 BUILDING SOLUTIONS INC/ 2865							
	20-00348	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	45845	24531	14.17
CNNH, LLC/ 3191							
	20-00295	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	1129	24532	660.00
COMCAST CABLEVISION/ 1792							

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

Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is 02/21/2020

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	2000015	11-190-100-340- -/ PURCHASED TECH SVC		CP	8499051170029668	24533	249.57
		11-190-100-340- -/ PURCHASED TECH SVC		CP	8499051170032811	24533	109.57
				Total for COMCAST CABLEVISION/ 1792			$359.14
COURIER TIMES INC - BURLINGTON TIMES INC/ 1039							
	20-00387	11-000-230-590- -/ GEN AD ADVERTISEMENT		CF	IO7327613	24534	31.96
	20-00344	11-000-230-590- -/ GEN AD ADVERTISEMENT		CF	IO7329600	24534	47.14
				Total for COURIER TIMES INC - BURLINGTON TIMES INC/ 1039			$79.10
DAVID B. RUBIN, PC/ 3421							
	20-00383	11-000-230-331- -/ GEN ADMIN-LEGAL SVC		CF	17285	24535	2,885.37
DELL COMPUTER CORPORATION/ 2213							
	20-00341	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	10372870463	24536	139.00
EDUCATIONAL SERVICES UNIT/ 1858							
	2000008	11-000-270-518- -/ TRANS ESC SP ED CONTRACT		CP	20E-0840 JAN 2020	24537	16,788.98
		11-000-270-518- -/ TRANS ESC SP ED CONTRACT		CP	20E-0919 FEB 2020	24537	22,595.87
	20-00353	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	BEV-AT-AAC-191231	24537	93.00
	20-00364	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	BEV-AT-AAC-200131	24537	93.00
				Total for EDUCATIONAL SERVICES UNIT/ 1858			$39,570.85
FANSLAU, CARLY/ 3631							
	20-00358	11-000-291-280- -/ TUITION REIMBURSEMENT		CF	FALL 2019	24538	3,325.50
FEDEX/ 3134							
	20-00385	11-000-230-530- -/ TELEPHONE POSTAGE		CF	293958319	24539	36.19
	20-00359	11-000-230-530- -/ TELEPHONE POSTAGE		CP	6-251-81046	24539	61.73
		11-000-230-530- -/ TELEPHONE POSTAGE		CP	6-265-69312	24539	48.68
		11-000-230-530- -/ TELEPHONE POSTAGE		CF	6-308-44564	24539	57.67
				Total for FEDEX/ 3134			$204.27
FILEBANK INC./ 2887							
	2000011	11-000-251-340- -/ BUS OFF PURCH TECH SERV		CP	MARCH 2020	24540	102.24
FP MAILING SOLUTIONS/ 3072							
	20-00369	11-000-230-530- -/ TELEPHONE POSTAGE		CF	600027659	24541	500.00

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 02/21/2020

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	20-00322	11-000-230-530- -/ TELEPHONE POSTAGE		CF	RI104297324	24541	312.33
	2000009	11-000-230-530- -/ TELEPHONE POSTAGE		CP	RI104324269 103/402	24541	78.00
				Total for FP MAILING SOLUTIONS/ 3072			$890.33
GARFIELD PARK ACADEMY INC/ 2361							
	20-00184	20-250-100-500- -/ IDEA TUITION		CP	MARCH 2020 - D.A.H.	24542	6,572.58
GENERAL CHEMICAL CO./ 1059							
	20-00323	11-000-261-610- -/ MAINT SUPPLIES		CF	264281	24543	494.66
GENERAL FIRE SALES & SERVICE/ 1323							
	20-00360	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	31146	24544	184.95
GENERAL HEALTHCARE RESOURCES, LLC/ 3626							
	20-00351	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	384069	24545	888.75
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	385030	24545	869.00
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	385293	24545	869.00
	20-00365	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	385931	24545	869.00
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	386781	24545	869.00
				Total for GENERAL HEALTHCARE RESOURCES, LLC/ 3626			$4,364.75
GST TRANSPORT, CORP./ 2738							
	20-00162	11-000-270-511- -/ TRANS CONT SVS REG		CP	FEB 2020	24546	3,188.52
HEINEMANN/ 3610							
	20-00054	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	7096290	24547	341.00
HEWITT MD, JAMES L./ 2016							
	20-00346	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	36073	24548	575.00
HORIZON DENTAL OPTION PLAN/ 2999							
	2000001	11-000-291-270- -/ OTHER HEALTH BENEFITS		CP	293310535-FEB 2020	24549	3,523.31
INTEGRITY INTERPRETING, LLC/ 3639							
	20-00382	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CF	ed20-215	24550	425.38
JACKAMONIS, WILLIAM/ 2671							
	20-00356	11-401-100-500- -/ COCURR OTH PURCH SVS		CF	1/3/2020	24551	59.00
JAY'S LANDSCAPING,LLC/ 3583							
	20-00352	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	26683	24552	1,090.00

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 02/21/2020

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
		11-000-262-420- -/ OPER CONTRACT SERVICES		CP	26724	24552	325.00
		11-000-262-420- -/ OPER CONTRACT SERVICES		CF	26824	24552	1,090.00
				Total for JAY'S LANDSCAPING,LLC/ 3583			$2,505.00
JESUS THE GOOD SHEPARD PARISH/ 3259							
	2000016	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	MARCH 2020	24553	1,504.08
LAZARUK, BRIAN/ 3391							
	20-00355	11-401-100-500- -/ COCURR OTH PURCH SVS		CF	1/3/2020	24554	59.00
LEXISNEXIS RISK SOLUTIONS FL INC/ 3573							
	2000007	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	MARCH 2020	24555	85.00
LOWE'S/ 3138							
	20-00107	11-000-261-610- -/ MAINT SUPPLIES		CP	902136	24556	27.71
		11-000-261-610- -/ MAINT SUPPLIES		CP	902994	24556	11.30
				Total for LOWE'S/ 3138			$39.01
MAPLE SHADE BOARD OF ED/ 2636							
	20-00202	11-000-100-562- -/ TUITION-LEA SPECIAL EDUC		CP	20-0080- DEC 2019	24557	2,141.10
MGL PRINTING SOLUTIONS/ 2945							
	20-00336	11-000-251-610- -/ BUSINESS SUPPLIES		CF	169015	24558	133.13
		11-000-230-610- -/ GEN ADMIN-SUPPLIES		CF	169118	24558	213.00
				Total for MGL Printing Solutions/ 2945			$346.13
NETWORK SUPPORT LLC/ 2672							
	2000005	11-190-100-340- -/ PURCHASED TECH SVC		CP	1865	24559	480.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1866	24559	343.75
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1867	24559	576.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1868	24559	624.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1869	24559	218.75
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1872	24559	480.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1873	24559	576.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1874	24559	125.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1876	24559	480.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1877	24559	576.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1878	24559	250.00
				Total for Network Support LLC/ 2672			$4,729.50

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Beverly City Board of Education
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Vendor # / Name	PO #	Account # / Description		Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks								
NEW JERSEY DEPT. OF CHILDREN & FAMILIES/ 3638								
	20-00379	11-000-270-514-	-/ TRANS CONT SVS SP ED		CF	INVOICE B-1- SEPT-DEC 2019	24560	2,565.00
NJ AMERICAN WATER CO./ 1140								
	2000004	11-000-262-300-	-/ OPER PURCH PROF/TECH SVS		CP	1/24/2020	24561	279.36
NUTRI-SERVE FOOD MGMT/ 2821								
	20-00166	60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930010220	24562	1,150.13
		60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930010920	24562	5,129.12
		60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930011620	24562	4,487.61
		60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930012320	24562	3,250.37
		60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930013020	24562	5,041.67
		60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930020620	24562	4,160.03
					Total for NUTRI-SERVE FOOD MGMT/ 2821			$23,218.93
PALMYRA BOARD OF EDUCATION/ 1249								
	20-00116	11-000-100-561-	-/ TUITION-LEA REGULAR		CP	17/18 TUITION ADJ	24563	12,306.22
		11-000-100-562-	-/ TUITION-LEA SPECIAL EDUC		CP	DEC 2020	24563	18,774.00
		11-000-100-561-	-/ TUITION-LEA REGULAR		CP	MAR 2020	24563	49,259.10
					Total for PALMYRA BOARD OF EDUCATION/ 1249			$80,339.32
PARA PLUS TRANSLATIONS, INC./ 3268								
	20-00332	11-000-216-320-	-/ SPEECH/OT/PT PROF SER		CF	149895	24564	89.50
PENWELL, AMY/ 3525								
	20-00108	11-000-222-320-	-/ LIB/MEDIA PCH PRF/ED SVS		CP	Dec 2019	24565	400.00
		11-000-222-320-	-/ LIB/MEDIA PCH PRF/ED SVS		CP	Jan 2020	24565	400.00
					Total for PENWELL, AMY/ 3525			$800.00
PERINO'S ELECTRIC/ 2637								
	20-00282	11-000-261-420-	-/ MAINT CLEANING/REPAIRS		CF	35143	24566	2,665.00
PESI/ 2687								
	20-00368	11-000-223-580-	-/ WORKSHOPS		CF	3/11/20-C. LIGHT	24567	219.99
PROFESSIONAL MEDICAL STAFFING/ 3579								
	20-00345	11-000-213-300-	-/ HEALTH PURCHASED PROF/ED		CF	2-2168	24568	362.50
	20-00380	11-000-213-300-	-/ HEALTH PURCHASED PROF/ED		CF	2-2246	24568	350.00
					Total for PROFESSIONAL MEDICAL STAFFING/ 3579			$712.50

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Beverly City Board of Education
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Vendor # / Name	PO #	Account # / Description		Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks								
PRUDENTIAL INS. CO. - NJEA/ 2395								
	20-00106	11-000-291-270-	-/ OTHER HEALTH BENEFITS		CP	0019410296	24569	406.23
		11-000-291-270-	-/ OTHER HEALTH BENEFITS		CP	0019410861	24569	214.50
					Total for PRUDENTIAL INS. CO. - NJEA/ 2395			$620.73
PSE & G/ 1141								
	2000002	11-000-262-622-	-/ OPER ENERGY - ELECTRICIT		CP	1/28/2020 - ELECTRICIT	24570	3,231.26
		11-000-262-621-	-/ OPER ENERGY - GAS		CP	1/28/2020 - GAS	24570	1,571.06
					Total for PSE & G/ 1141			$4,802.32
SCHOOL HEALTH CORP/ 1795								
	20-00328	11-000-213-610-	-/ HEALTH SUPPLIES		CF	3711103-00	24571	18.24
SCHOOL SPECIALTY INC/ 1752								
	20-00338	11-190-100-610-	-/ GENERAL SUPPLIES INSTRUC		CF	208124479351	24572	32.93
	20-00339	11-204-100-610-	-/ GENERAL SUPPLIES-LLD		CF	208124533295	24572	52.75
					Total for SCHOOL SPECIALTY INC/ 1752			$85.68
SHAUN DAVIS/ 3636								
	20-00362	11-401-100-500-	-/ COCURR OTH PURCH SVS		CF	1/21/2020	24573	59.00
STAPLES ADVANTAGE/ 2984								
	20-00319	11-000-219-610-	-/ CST SUPPLIES		CF	3435559259	24574	240.27
STATE OF NJ HEALTH BENEFITS PR/ 2394								
	2000006	11-000-291-270-	-/ OTHER HEALTH BENEFITS		HP	FEB 2020	2152020	63,117.78
		20-218-200-200-	-/ PSEA EMP BENEFITS		HP	FEB 2020	2152020	16,298.20
		11-000-291-270-	-/ OTHER HEALTH BENEFITS		HP	JAN 2020	1152020	62,777.44
		20-218-200-200-	-/ PSEA EMP BENEFITS		HP	JAN 2020	1152020	16,298.20
					Total for STATE OF NJ HEALTH BENEFITS PR/ 2394			$158,491.62
TWEEDY, ANTHONY/ 3587								
	20-00357	11-401-100-500-	-/ COCURR OTH PURCH SVS		CF	1/21/2020	24575	59.00
VERBAL BEHAVIOR INSTITUTE/ 3150								
	20-00326	11-000-219-320-	-/ CST PROF/ED SVS		CF	OCT-DEC 2019	24576	8,437.50
VERIZON/ 1139								
	2000003	11-190-100-500-	-/ OTHER PURCHASED SVC		CP	1/27/2020	24577	134.66
WASTE MANAGEMENT OF NJ/ 1169								

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Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 02/21/2020

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	2000010	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	2910025-0502-7	24578	631.50
WESTERN PEST SERVICES/ 2521							
	2000012	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	MARCH 2020	24579	198.50
XEROX CORPORATION/ 3443							
	20-00057	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	722582897	24580	202.63
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	JAN 2020	24580	138.24
				Total for XEROX CORPORATION/ 3443			$340.87
XTEL COMMUNICATIONS/ 2813							
	2000014	11-190-100-500- -/ OTHER PURCHASED SVC		CP	02/01/2020	24581	2,552.30
Y.A.L.E. SCHOOL INC./ 1979							
	20-00377	20-250-100-500- -/ IDEA TUITION		CF	2018-2019 TUITIOON ADJ.	24582	679.40
		11-000-100-566- -/ TUITION-PRIVATE SCHOOL		CF	2018-2019 TUITION ADJ	24582	4,416.60
				Total for Y.A.L.E. SCHOOL INC./ 1979			$5,096.00
					Total for Posted Checks		$442,974.82

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Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is 02/21/2020

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02/20/2020

Run on 02/20/2020 at 10:38:31 AM

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, 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	$253,112.29		$125,895.22		$379,007.51
10	12	$750.00				$750.00
Fund 10	TOTAL	$253,862.29		$125,895.22		$379,757.51
20	20	$7,251.98		$32,596.40		$39,848.38
60	60	$23,368.93				$23,368.93
GRAND	TOTAL	$284,483.20	$0.00	$158,491.62	$0.00	$442,974.82

Chairman Finance Committee _____

Member Finance Committee _____

Payroll to Budget Transfer Report

8I

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	901152020	01/15/2020	1,249.73	ATTEND SVCS- CLER SAL
11-000-213-104- -	901152020	01/15/2020	2,759.92	HEALTH SVC SALARIES
11-000-213-105- -	901152020	01/15/2020	489.44	HEALTH SVCS- CLER SAL
11-000-216-100- -	901152020	01/15/2020	3,559.20	SPEECH TEACHER SALARY
11-000-218-105- -	901152020	01/15/2020	609.64	GUID SECY/CLER SALARIES
11-000-219-104- -	901152020	01/15/2020	11,671.66	CST SALARIES
11-000-219-105- -	901152020	01/15/2020	978.87	CST SECY/CLER SALARIES
11-000-221-102- -	901152020	01/15/2020	4,941.00	CURR/INSTR SALARIES
11-000-221-104- -	901152020	01/15/2020	578.83	CURR/INSTR PROF SALARIES
11-000-221-105- -	901152020	01/15/2020	178.14	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	901152020	01/15/2020	420.97	CI OTHER SALARIES
11-000-230-100- -	901152020	01/15/2020	3,769.91	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	901152020	01/15/2020	187.00	TREASURER SALARIES
11-000-230-105- -	901152020	01/15/2020	933.88	GENERAL ADMIN- CLER SAL
11-000-240-105- -	901152020	01/15/2020	1,112.02	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	901152020	01/15/2020	4,154.49	BUSINESS ADMIN SALARIES
11-000-251-105- -	901152020	01/15/2020	945.50	BUS ADMIN/SECY SALARIES
11-000-262-110- -	901152020	01/15/2020	3,714.75	OPER/CUST SALARIES
11-000-262-110-OT -	901152020	01/15/2020	1,002.52	OPER/CUSTODIAL OT
11-000-266-100- -	901152020	01/15/2020	2,578.75	UE S SALS OF SEC G & INV
11-000-270-161- -	901152020	01/15/2020	1,459.83	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	901152020	01/15/2020	959.83	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	901152020	01/15/2020	6,402.63	KNDG TEACHER SALARIES
11-110-100-101-01 -	901152020	01/15/2020	715.00	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	901152020	01/15/2020	26,957.76	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	901152020	01/15/2020	1,380.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	901152020	01/15/2020	17,994.36	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	901152020	01/15/2020	190.00	GRADES 6-8 - SUBSTITUTES
11-190-100-106- -	901152020	01/15/2020	1,244.01	OTHER SALARIES-INSTR
11-204-100-101- -	901152020	01/15/2020	8,108.15	LLD TEACHER SALARIES
11-204-100-101-01 -	901152020	01/15/2020	245.00	LLD-SUBSTITUTES
11-204-100-106- -	901152020	01/15/2020	7,936.87	LLD PARA SALARY
11-213-100-101- -	901152020	01/15/2020	9,082.95	RR TEACHER SALARIES
11-230-100-101- -	901152020	01/15/2020	5,923.12	BSC SKILLS TEACHER SALAR
11-240-100-101- -	901152020	01/15/2020	2,922.60	BILINGUAL TEACHER SALARI
11-401-100-100- -	901152020	01/15/2020	220.00	COCURR SALARIES
20-218-100-101- -	901152020	01/15/2020	16,423.15	PSEA TEACHER SAL
20-218-100-106- -	901152020	01/15/2020	3,054.76	PSEA AIDES SAL
20-218-200-102- -	901152020	01/15/2020	1,010.30	PSEA SUPERV SAL
20-218-200-103- -	901152020	01/15/2020	1,297.15	PRE-K SALARIES OF SUPERV
20-218-200-104- -	901152020	01/15/2020	1,282.36	PSEA OTHER PROF SAL
20-218-200-105- -	901152020	01/15/2020	854.10	PRE-K SALARIES OF SECR A
20-231-100-101- -	901152020	01/15/2020	6,114.08	TITLE I TEACHER SALARIES
Total # of Payments 43.00		**Total Check Amount**	167,614.23	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	901302020	01/30/2020	1,249.73	ATTEND SVCS- CLER SAL
11-000-213-104- -	901302020	01/30/2020	2,759.92	HEALTH SVC SALARIES
11-000-213-105- -	901302020	01/30/2020	489.44	HEALTH SVCS- CLER SAL
11-000-216-100- -	901302020	01/30/2020	3,163.50	SPEECH TEACHER SALARY
11-000-218-105- -	901302020	01/30/2020	609.64	GUID SECY/CLER SALARIES
11-000-219-104- -	901302020	01/30/2020	11,671.66	CST SALARIES
11-000-219-105- -	901302020	01/30/2020	978.87	CST SECY/CLER SALARIES
11-000-221-102- -	901302020	01/30/2020	4,941.00	CURR/INSTR SALARIES
11-000-221-104- -	901302020	01/30/2020	578.83	CURR/INSTR PROF SALARIES
11-000-221-105- -	901302020	01/30/2020	178.14	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	901302020	01/30/2020	420.97	CI OTHER SALARIES
11-000-230-100- -	901302020	01/30/2020	3,769.91	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	901302020	01/30/2020	187.00	TREASURER SALARIES
11-000-230-105- -	901302020	01/30/2020	933.88	GENERAL ADMIN- CLER SAL
11-000-240-105- -	901302020	01/30/2020	1,112.02	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	901302020	01/30/2020	4,154.49	BUSINESS ADMIN SALARIES
11-000-251-105- -	901302020	01/30/2020	945.50	BUS ADMIN/SECY SALARIES
11-000-262-110- -	901302020	01/30/2020	3,284.43	OPER/CUST SALARIES
11-000-262-110-OT -	901302020	01/30/2020	2,104.46	OPER/CUSTODIAL OT
11-000-266-100- -	901302020	01/30/2020	2,578.75	UE S SALS OF SEC G & INV
11-000-270-161- -	901302020	01/30/2020	1,459.83	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	901302020	01/30/2020	959.83	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	901302020	01/30/2020	6,402.63	KNDG TEACHER SALARIES
11-110-100-101-01 -	901302020	01/30/2020	665.00	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	901302020	01/30/2020	26,957.76	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	901302020	01/30/2020	570.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	901302020	01/30/2020	17,994.36	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	901302020	01/30/2020	145.00	GRADES 6-8 - SUBSTITUTES
11-150-100-101- -	901302020	01/30/2020	120.00	HOME INSTRUCT SALARIES T
11-190-100-106- -	901302020	01/30/2020	1,045.01	OTHER SALARIES-INSTR
11-204-100-101- -	901302020	01/30/2020	8,108.15	LLD TEACHER SALARIES
11-204-100-101-01 -	901302020	01/30/2020	525.00	LLD-SUBSTITUTES
11-204-100-106- -	901302020	01/30/2020	13,137.52	LLD PARA SALARY
11-213-100-101- -	901302020	01/30/2020	9,082.95	RR TEACHER SALARIES
11-213-100-101-01 -	901302020	01/30/2020	145.00	RESOURCE RM- SUBSTITUTES
11-230-100-101- -	901302020	01/30/2020	5,923.12	BSC SKILLS TEACHER SALAR
11-230-100-101-01 -	901302020	01/30/2020	50.00	BSI- SUBSTITUTES
11-240-100-101- -	901302020	01/30/2020	2,922.60	BILINGUAL TEACHER SALARI
11-401-100-100- -	901302020	01/30/2020	132.00	COCURR SALARIES
20-218-100-101- -	901302020	01/30/2020	16,423.15	PSEA TEACHER SAL
20-218-100-106- -	901302020	01/30/2020	4,094.52	PSEA AIDES SAL
20-218-200-102- -	901302020	01/30/2020	1,010.30	PSEA SUPERV SAL
20-218-200-103- -	901302020	01/30/2020	1,297.15	PRE-K SALARIES OF SUPERV
20-218-200-104- -	901302020	01/30/2020	1,282.36	PSEA OTHER PROF SAL
20-218-200-105- -	901302020	01/30/2020	854.10	PRE-K SALARIES OF SECR A
20-231-100-101- -	901302020	01/30/2020	6,114.08	TITLE I TEACHER SALARIES
Total # of Payments 46.00		**Total Check Amount**	173,533.56	

9K

Estimate

February 18, 2020

Beverly City School

The purpose of this project is to re-structure and modify www.BeverlyCitySchool.org to ensure ADA website compliance and accessibility. We have been researching guidelines to confirm the definition of the Web Accessibility Standards (WAS) from the ADA. We have found that website accessibility is defined as "the process of making your website so that its content and functions are accessible to those with disabilities." We would like to state that we are unable to locate any formal published guidelines for compliance, however, what we share below characterizes the trends we see from online research. The primary disabilities that affect the ability to use a website are sight or mobility impairment.

Web Accessibility Standards from the ADA are shown in black- the status of BCSD is shown in green.

Website Presentation

- Descriptive text – BCSD Website already uses descriptive text.
- Color alone does not convey meaning – This is not relevant to BCSD website. (We already don't do this)
- Clear forms – We don't use forms.
- Uniform labels – Our labels are already uniform.
- Clean code – Our code is already clean.

Website Appearance

- Zoom text – Zoom text is available as a browser tool, we consider it redundant and unnecessarily expensive to custom program.
- Color contrast ratio – We will increase the color contrast- currently we use grey as a color for sub-heads, we'll need to stay with bold and black in the update.
- Distinctive links – We already have this and will continue it going forward.
- Consistent layout and navigation -- We already have this and will continue it going forward.

Content Alternatives

- Descriptive alt text – We are only required to add alt tags when the images are crucial for understanding page content.
- No images of text – We will add alt tags to images with text such as the image on the home page of the lighthouse.

- Text transcripts – No need, we don't use.
- Closed captioning -- No need, we don't use.
- Table data -- No need, we don't use.
- Extraneous documents – We will place a disclaimer phrase at the bottom of every page that the website visitor can call the BCSD office for paper copies of any and all documents housed on the website.

User Control

- No automatic pop-ups-- No need, we don't use.
- No automatic video or audio -- No need, we don't use.
- No unexpected changes -- No need, we don't use.
- Pause updating/refreshing content -- No need, we don't use.
- Adjust time limits -- No need, we don't use.
- Important submissions -- No need, we don't use.

Website Usability

- Keyboard only – This is the single largest new requirement. This is the step that will require re-organizing the entire site to remove all drop downs. We will also simplify the cross-referencing, as well as remove all teacher pages. As we move through this project, we will keep BCSD informed in a step-by-step way.
- Focus indicator – Focus indicator is available as a browser tool; we consider it redundant and unnecessarily expensive to custom program.
- Skip navigation – The new navigation will render this unnecessary.
- Search function – We will add a new search function.
- Sitemap – We will add a new site map.
- Language – This is a requirement to translate the site into any language. This is available as a browser tool; we consider it redundant and unnecessarily expensive to custom program.

Project Steps:

1) Review websites' current page and file count
2) Create NEW site map
3) Program entire site
4) Re-organize content to remove all dropdowns
5) Increase color contrast
6) Add alt tags where necessary
7) Document disclaimer every page
8) Add a search function

The current site is 178 pages. Removing all teacher pages leaves a page count of 127.
We make the following estimates for budgetary purposes:
Reviewing, planning, documenting, and reorganizing- 20 hours @ $150 per hour..... $3,000
Programming (we believe the simplification will reduce the final page count) 50 hours
@ $150 per hour..... $7,500
Proofing, testing, quality control- 20 hours @ $150 per hour..... $3,000
Total budget..... $13,500

Additional item:
It turns out that the screen reader is a function of the individual user, not a function that is supplied by the website sponsor. The "keyboard-only" navigation requirement is for the mobility impaired (no need for mouse), but also for the screen reader. If you would like us to install and test a screen reader during the programming, please allow additional time $1,500

_____
Authorized Signature

_____
Date

A note about costs:
RnB Design sells creative services; as a result, all time on a project must be accounted for. Our base fee is $150 per hour. All projects will be estimated before any work is done. If a project starts to exceed the above estimated amount by 10% or more, you will be notified, and a revised estimate submitted for client approval. **External Costs such as stock photos, video, and music are passed through. Voice over talent cost is also passed through.**

Substitute Registry List 2019-20

Last Name	First Name	Nurse	District Fingerprints Approved	Certificate Expiration	New Approved Substitutes
Abdur-Rahim	Mecca		Beverly, Delanco, Edgewater Park, Riverton	09/18/2023	10/10/2018
Atkinson	Kristin		Delanco	8/17/2022	09/13/17
Belford	Tyrone		Beverly, Delanco, Edgewater Park	Never	10/10/2018
Berg	Jacqueline		Riverton	01/02/2022	12/11/2019
Best	Moral		Beverly, Edgewater Park, Riverton	2/22/2024	2/13/2019
Beverly	Delores		Beverly, Delanco, Edgewater Park, Riverton	10/10/2024	11/13/2019
Bowman	Faith	Nurse	Beverly, Delanco, Edgewater Park, Riverton	06/30/2024	8/21/2019
BOYLE	KRISTINE	Nurse	Delanco	09/28/2021	
Brown	Suliman		Delanco, Edgewater Park, Riverton	Never	2/13/2019
Brown	Tatyana		Edgewater Park	3/27/2023	5/02/2018
Burmeister	Lois		Delanco	Never	
Callahan	Eugene Jr.		Delanco, Edgewater Park	8/8/2022	10/11/17
Capers	Paula		Edgewater Park	08/06/2024	10/09/2019
Caruso	Jaclyn		Delanco, Edgewater Park	11/27/2024	12/11/2019
CASTELLI	JAMES		Beverly, Delanco, Edgewater Park	Never	
COLLINS	BARBARA		Beverly, Edgewater Park	1/2/2020	
DECHNIK	SUSAN		Riverton	Never	
Dees	Zora		Edgewater Park	Never	09/11/2019
Dempster	Conor		Beverly	12/03/2024	02/12/2020
Dirr	Michael		Beverly, Delanco, Edgewater Park, Riverton	10/18/2024	11/13/2019

Last Name	First Name	Nurse	District Fingerprints Approved	Certificate Expiration	New Approved Substitutes
Drake	Kim	Nurse	Beverly, Delanco, Edgewater Park, Riverton	06/28/2023	10/10/2018
DYCH	JAMES		Beverly, Delanco, Edgewater Park, Riverton	10/17/2021	
Eslambolchi	Kavon		Edgrwater Park	Never	02/12/2020
FUSCO	SALLY	Nurse	Delanco, Edgewater Park	01/09/2025	
Giles	Jennifer		Edgewater Park	01/24/2024	06/12/2019
Graham	Michelle		Beverly	Never	02/12/2020
Grimes	Alicia	Nurse	Edgewater Park	07/26/2023	
Harris	Cora		Beverly	Never	03/13/2019
Hewitt	Petra		Edgewater Park	Never	10/09/2019
Hughes	Aminata		Beverly, Delanco, Edgewater Park, Riverton	01/01/2022	09/11/2019
Hughes	Nimatu		Beverly, Delanco, Edgewater Park	07/17/2024	09/11/2019
Irby-Morgan	TroJah		Beverly, Edgewater Park	4/12/2024	5/01/2019
JACKSON	JOANNA		Beverly, Delanco, Edgewater Park	8/10/2021	
Jackson	Sylvester		Beverly, Delanco, Edgewater Park, Riverton	1/15/2024	2/13/2019
JACOBSEN	JUDY		Riverton	Never	
JIAMPETTI	GARY		NONE (Grandfathered in Edgewater Park)	Never	
Johnson	Donna		Riverton	Never	6/12/2019
Jones	Shirley		Beverly, Edgewater Park	09/09/2023	10/10/2018
KAMINSKI	LEE ANN		Beverly, Delanco, Edgewater Park, Riverton	Never	
Kelly	Paul		Delanco, Edgewater Park, Riverton	07/01/2021	09/11/2019
Kelly	Rita		Delanco, Edgewater Park	10/07/2024	11/13/2019
LEBON	CARLA	Nurse	Edgewater Park	Never	

Last Name	First Name	Nurse	District Fingerprints Approved	Certificate Expiration	New Approved Substitutes
Leone	Caitlin		Riverton	08/11/2020	
Lilliston	Corey		Delanco	12/26/2024	01/02/2020
LIPPINCOTT	MARILYN		NONE (Grandfathered in Riverton ONLY)	Never	
Mack	Jeffrey		Beverly, Delanco, Edgewater Park, Riverton	Never	10/10/2018
Malachowski	Ralph		Edgewater Park	11/25/2024	01/02/2020
Marcus	Larry		Delanco, Edgewater Park, Riverton	04/15/2024	10/11/17
MC RAE	CRYSTAL		Edgewater Park	Never	
McGettigan	Connor		Delanco	02/05/2021	02/12/2020
McMire	Debra	Nurse	Beverly, Delanco, Edgewater Park, Riverton	09/28/2023	09/11/2019
Megee	Jamie		Edgewater Park	06/18/2023	10/10/2018
Miranda	Daniel		Beverly	2/1/2022	
Mohammed	Jana		Edgewater Park	None	02/12/2020
Morgan	Gregory		Beverly, Delanco, Edgewater Park, Riverton	09/30/2024	11/13/2019
MULHERN	JOHN		Delanco, Edgewater Park, Riverton	10/31/2021	
Murray	Crystal		Delanco, Edgewater Park	03/04/2021	
NEMETH	JOHN		Beverly,Delanco, Edgewater Park	10/10/2023	10/10/2018
Netterville	LaShan		Beverly, Edgewater Park	Never	11/13/2019
O'HARE	ELIZABETH		Edgewater Park	08/16/2023	
O'Malley	Maureen		Delanco	PENDING Standard	06/12/2019
Ortiz	Yashera		Edgewater Park	4/1/2024	5/01/2019
PAHL	(MARY) DIANE		Beverly, Delanco, Edgewater Park	02/05/2024	
Paone	Maryjane		Beverly, Delanco, Edgewater Park, Riverton	10/10/2024	11/13/2019

Last Name	First Name	Nurse	District Fingerprints Approved	Certificate Expiration	New Approved Substitutes
Perez	Nikole		Beverly, Delanco, Edgewater Park, Riverton	None	10/11/17
PERICE	LINDA		Beverly, Delanco, Edgewater Park, Riverton	8/18/2021	
RIZZO	GREGORY		Beverly, Delanco, Riverton	2/2/2020	
Rosenheim	Barbara		Edgewater Park	11/15/2024	12/11/2019
SANDERS	MONICA		Beverly, Delanco, Edgewater Park, Riverton	03/04/2021	
Sanders	Sheila		Edgewater Park	09/18/2023	2/13/2019
SCOTT	GERALD		Beverly, Delanco, Edgewater Park	08/01/2024	
Sevde	Sherri		Beverly, Delanco, Edgewater Park, Riverton	Never	09/11/2019
Shaffer	Jaclyn		Edgewater Park	01/06/2025	02/12/2020
Shields	Walter	Nurse	Edgewater Park	07/06/2023	10/10/2018
SHIVELY	LISA	Nurse	Beverly, Delanco	Never (6/31/2021)	
SNOWDEN	PAULINE		Delanco, Edgewater Park	04/30/2023	
SPENCE	DIANE		Beverly, Delanco, Edgewater Park, Riverton	04/17/2024	
Stevenson	Vanessa		Beverly, Delanco, Edgewater Park, Riverton	Never	12/11/2019
Stewart	Felicia		Beverly, Edgewater Park	10/25/2022	10/09/2019
STEWART	MARY	Nurse &T	Beverly, Delanco, Edgewater Park, Riverton	04/04/2022	
Stypinski	Katharine		Delanco	05/06/2024	5/01/2019
TATTI	KATHY		Beverly, Delanco, Edgewater Park	Never	
THORN	RENEE'		Beverly, Delanco, Edgewater Park	06/19/2024	
Uzun	Merve		Beverly, Delanco, Edgewater Park, Riverton	01/31/2024	03/13/19
Watson	Krystina		Beverly, Edgewater Park	02/06/2025	03/11/2020
WENZKE	DONNA		Riverton	Never	

Last Name	First Name	Nurse	District Fingerprints Approved	Certificate Expiration	New Approved Substitutes
Wick Jr.	James		Beverly, Delanco, Edgewater Park, Riverton	Never	06/13/2018
WILHELM	BARBARA	Nurse	Riverton	Never	
Wright	Lynne		Edgewater Park	09/09/2024	02/12/2020
Yancey	Daisy		Edgewater Park	09/05/2023	10/10/2018
YANSICK	KATHLEEN	Nurse	Riverton	05/31/2021	
YOUNG	CHRISTINE		Beverly, Delanco, Edgewater Park, Riverton	08/04/2020	
ZITZLER	MARYELLEN		Grandfathered by Edgewater Park	Never	

10C

Tier 3
$ 810
each

BEVERLY
CITY SCHOOL DISTRICT

Spring Intramurals

Club Advisor: Glenn Dempster and Lori Genovesi

Intramurals provides a structured, educational and fun after school environment for students in grades 5-8. The town of Beverly does not offer any sports programs outside of the school for our scholars to participate in. Many students have not learned the fundamental skills required to participate in sports at a competitive level. This program aims to teach students to do things like catch and throw a softball, use a bat and the basic rules of softball/ baseball. We will also play deck hockey which includes passing, shooting, defending and overall teamwork and good sportsmanship. Over the last several years, we have created a program that provides a wide variety of students from our school with a fun and educational after school sports program.

Club Participation Guidelines:

- Applicants in grades 5-8 who meet the school's code of conduct and academic eligibility requirements will be accepted. (if the number exceeds 30, there will be a lottery system or alternating schedule)
- Students will be expected to attend regularly, repeated absence will lead to removal from the program.
- Students who do not meet the expectations during the program will be placed on probation or removed.

The Intramural Club Goals:

- Learn teamwork and good sportsmanship as well as perseverance.
- Students will learn the fundamentals of various sports as well as learning strategy and the rules of the games.

Grades: 5-8

Maximum Amount of Club Members: 25-30

Interval: March 16, 2020 to June 1, 2020

BEVERLY
CITY SCHOOL DISTRICT

Meeting day/times:
Twice a week, on Monday and Wednesday from
3:00-4:00 pm

Monday March 16th
Wednesday March 18th
Monday March 23th
Wednesday March 25th
Monday March 30th
Wednesday April 1st
Monday April 6th
Wednesday April 8th
Monday April 20th
Wednesday April 22th
Monday April 27th
Wednesday April 29th
Monday May 4th
Wednesday May 6th
Monday May 11th
Wednesday May 13th
Monday May 18th
Wednesday May 20nd
Wednesday May 27th
Monday June 1st

20 times

10E

February 10, 2020

Brian F. Savage, Ed.D.
Staff Accoutant/Board Secretary
Beverly City School
601 Bentley Avenue
Beverly, New Jersey 08010

Dear Dr. Savage:

In reference to our phone conference on Tuesday, February 4, 2020, I regretfully submit my letter of resignation.

As you know I have been having health issues which are preventing me from being able to work. If things change going forward I would consider returning to Beverly School.

I really enjoyed my employment with Beverly School. It award me a chance to get to know and work with great people, staff, faculty and students.

I appreciated all your help.

Sincerely,

Janice Watson

Janice Watson

Cc: Elizabeth Giacobbe, Ed.D
Superintendent

Beverly Board of Education

Extra-Curricular Activity- Spring

Name: Running Club

Advisors: Kathy Tipton and Shannon Dennis

Grades: 4-8

Number of Students: 20 students

Meeting Dates: Monday and Wednesday from April 6-May27 (13 dates) from 3:15-4:30

Tier 4: $40.49 hourly

Objective: To teach the students the key elements needed to be successful in running. How to eat correctly, what clothing and sneakers should be worn, the importance of dynamic stretching, warm up and cool down. The students will learn about pace, interval training, speed work and the use of technology (smart watch, pedometers etc...).

COOKING MATTERS

SUBMITTED BY: KATHY TIPTON AND BRITTNEY KELLEY

PURPOSE: The purpose of the Cooking Matters Club is for the students in grades 6th-8th to have the opportunity to learn how to be a smart shopper, use nutrition information to make healthier choices and to cook delicious, affordable meals.

Number of Students: 18 students in grades 6th-8th grade in good academic and behavioral standing are eligible to join, with parent consent. Parents may also join the club after they sign the waiver to participate.

Number of Days Meeting:

The Tier 4 Cooking Matters Club will start Tuesday, February 4 and meet for 6 weeks until March 10th. The club will run from 3:00-4:30 with a total of 9 hours.

10H

Job Description

Title: Applied Behavior Analysis (ABA) Teaching Assistant with RBT Certification

Qualifications:

1. Minimum of a Bachelor's Degree in Special Education required

2. Substitute Teacher certification

3. Minimum experience as determined by the Board

4. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities

5. Registered Behavior Technician Certified

6. Required criminal history background check

Reports to: Director of Pupil Services; Superintendent

Job Goal: To support and assist educators in the district's general education/special education programs by working with students with disabilities utilizing an ABA approach under the supervision of the BCBA.

Performance Responsibilities:

1. Functions as an assistant to the classroom teacher in the instructional process and supervises students throughout the school day including arrival, dismissal, specials, and lunch.

2. Serves as a resource and support to faculty and staff in the area(s) of behavior management, skill acquisition, behavior reduction, and communication.

3. Provides 1:1 instruction/discrete trial under the direction of the BCBA.

4. Assists the classroom teacher in activities relative to classroom routine and behavior management for identified student(s).

5. Collect data and document tasks/activities conducted with student(s) in accordance with all legal and regulatory procedures and the BACB professional and ethical compliance code.

6. Implements behavior reduction program and applies all facets of antecedent, behavior consequence protocols as determined by the appropriate certificated staff (i.e., BCBA, certified teacher).

7. Identifies skill acquisition and develops appropriate programs to teach skill acquisition through discrete teaching and naturalistic teaching in collaboration with the BCBA.

8. Maintains behavioral and program data and keeps records of daily progress.

9. Attends meetings routinely for training and supervision from BCBA.

10. Participate in in-service training as assigned.

11. Performs other related tasks and assumes other responsibilities as assigned by the Director of Pupil Services and/or designated administration.

12. Candidates are responsible for all fees related to certification and annual renewal, not including supervision.

Terms of Employment: Salary and work year to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the Board's policy on evaluations. Continual annual renewal of RBT certification required, under the district's supervision by an appointed assessor.

10K

Good morning,

Please accept this letter as notice of my resignation from my position as Preschool Paraprofessional at Beverly City School. My last day of employment will be Wednesday, March 11, 2020.

I have received an offer for another position, and after careful consideration, I realize the opportunity is too exciting for me to decline.

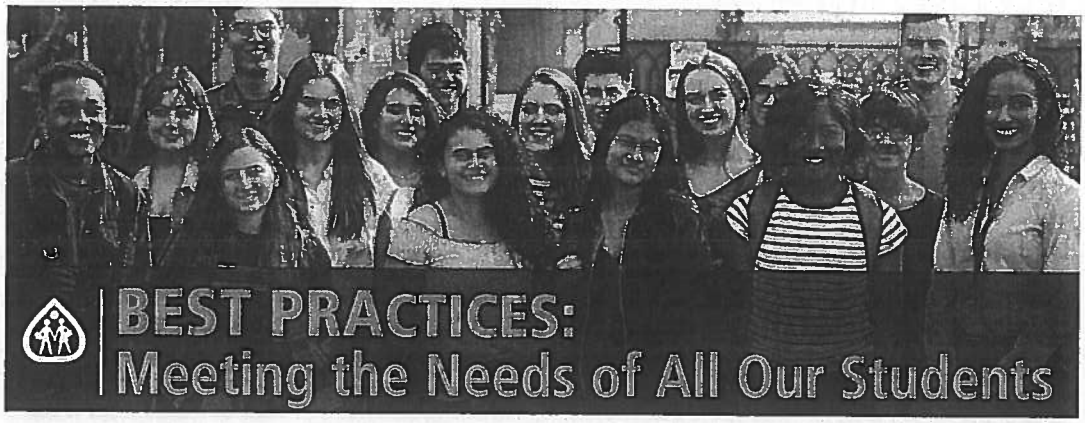
It has been a pleasure working with you and the children in Room 12. I wish you all the best as you strive to grow your preschool program in Beverly, and am looking forward to staying in touch. If you have any questions at all, please feel free to reach out.

Best,

Keisha Cruz

11C

Click here if you are having trouble viewing this message



*Join us on Friday, March 6 to learn about successful school programs that have been recognized for their effectiveness in meeting the needs of **all students**.*

Presentations will include:

- **"Why I Came to America"** – Jason Velante, School Leader Award recipient and ESL teacher from PS21 in Paterson, will talk about his program in which elementary students write essays on their families' journey to the United States.

- **"Reason for the Season"** - Jennifer Olawski, the Middlesex County Teacher of the Year from New Brunswick, makes sure all her school's students receive gifts during the holiday season. Learn about her successful "Reason for the Season" program.

- **"It Starts with Hello"** - The Bloomfield School District will discuss the district-wide effort to ensure all students are greeted every day. "It Starts with Hello" won the Sandy Hook Promise Award and was included in the NJSBA Mental Health Task Force report.

- **School District Culture and Climate** - The Long Branch School District, which has been recognized as a Lighthouse District by the New Jersey Department of Education, will discuss their work on school district culture and climate.

This conference will provide a productive exchange of ideas and best practices, and opportunities for networking with other educational leaders.

12A

UPGRADE QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 1617004-0220
DATE: FEBRUARY 6, 2020

TO:
Denise Chakan
Beverly City School
601 Bentley Avenue
Beverly, NJ 08010

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	UPGRADE DURATION	QUOTE VALID UNTIL
Phillip Nguyen	A16-1617004	Through August 25, 2020	March 6, 2020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Upgrade IXL site license (ELA Access in grades 1-6: 25 students) Add ELA access	$74.00	$74.00
		SUBTOTAL	$74.00
		SALES TAX	--
		SHIPPING & HANDLING	--
		TOTAL DUE	$74.00

Ordering instructions

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to orders@ixl.com. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

IXL LEARNING™

12C

UPGRADE QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 1617004-0120
DATE: JANUARY 9, 2020

TO:
Denise Chakan
Beverly City School
601 Bentley Avenue
Beverly, NJ 08010

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	UPGRADE DURATION	QUOTE VALID UNTIL
Phillip Nguyen	A16-1617004	Through August 25, 2020	February 9, 2020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Upgrade IXL site license (Add 25 students in grades K-8) Subject: Math	$170.00	$170.00
		SUBTOTAL	$170.00
		SALES TAX	--
		SHIPPING & HANDLING	--
		TOTAL DUE	$170.00

Ordering instructions

We accept payment by purchase order, check, or credit card. School POs should be faxed to 650-372-4301 or e-mailed to orders@ixl.com. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

newsela

Customer Agreement

Newsela
620 8th Avenue, 21st Floor
New York, NY 10018
United States of America

Customer Agreement No. Q-21837
Newsela Sales Rep: Brad Deitch
Contact Email: bradley.deitch@newsela.com
Offer Date: February 4, 2020
Expiration Date: February 29, 2020

To Kerri Lawler
Beverly City School District
601 Bentley Ave
Beverly, NJ
08010-1595

Billing Information
Billing Frequency:
Payment Terms: Net 30
Billing Schedule:

Qty	Products/Services	List Price
1	Newsela	$5,310.00
	Contract Grand Total	$5,310.00

The subscription for the Products/Services shall commence as of the "Subscription Start Date" and continue through the "Subscription End Date" (a "Contract Term"). The Subscription Start Date for this Customer Agreement will be the later o (a) the Target Start Date set forth above, (b) the date on which this Customer Agreement has been executed by the Customer (the "Execution Date") or (c) the invoice date within the "Billing Information" section above. The Subscription End Date for this Customer Agreement will be that date which is the length of the Term after the Subscription Start Date.

Failure of the Customer to make use of the Products/Services during the Contract Term shall not extend Newsela's obligation to deliver those Products/Services beyond the Subscription End Date of that Contract Term.

Following the Subscription End Date, unless prohibited by law, this Customer Agreement will automatically renew for the Products/Services licensed hereunder for successive periods equal in length to the greater of the Term or 12 months (a 'Renewal Term'), unless either party provides the other party with written notice of cancellation at least thirty (30) days prior to the then current Subscription End Date. Prices in any Renewal Term will increase by up to 10% above the applicable pricing (excluding any One-Time Discounts) in the prior Contract Term, unless Newsela provides notice of different pricing at least 60 days prior to the applicable Renewal Term.

Once this Customer Agreement has been signed, the Customer agrees to pay the Contract Grand Total set forth above per the Billing Terms noted above. Service will be suspended at Newsela's discretion if payment is not received by Newsela in accordance with the Payment Terms noted above. Failure of the Customer to use the Products/Services shall not relieve Customer of its obligation to pay hereunder.

Customer Agreement is subject to Newsela's Terms of Use and Privacy Policy.
Terms of Use: https://newsela.com/pages/terms-of-use/
Privacy Policy: https://newsela.com/pages/privacy-policy/

This Customer Agreement constitutes the entire agreement between the parties and supersedes all prior written or understandings, proposals, bids, offers, negotiations, agreements or communications of every kind. This Customer Agreement and the terms contained herein are intended only for the Customer and should be kept confidential.

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice (if applicable). If the contracting entity is exempt from sales tax, please send the required tax exemption documents immediately to salestax@newsela.com.

Purchase Order Information
If you need a Purchase Order, please fill out the following information.

PO Required:
PO Number:
PO Amount:

The individual executing this Customer Agreement has the authority to execute this agreement and bind the Customer and Newsela has the right to rely on that authorization.

Authorized Signature: **Date of Signature:** 02·04·2020

Appendix

School	Products/Services	License Dates
BEVERLY CITY SCHOOL	Newsela ELA	03/01/20 To 02/28/21
BEVERLY CITY SCHOOL	Newsela Social Studies	03/01/20 To 02/28/21
BEVERLY CITY SCHOOL	Newsela Science	03/01/20 To 02/28/21

Policies & Regulations
Not Yet Adopted – January 2020
BEVERLY CITY

14

POLICY #	POLICY/REGULATION TITLE	SEA DATE	DISTRICT ADOPTED DATE	UPDATE NEEDED	GOOD UPDATE NOT NEEDED
0132	Executive Authority	Dec 12	Sep 10	X	
0134	Board Self Evaluation	Feb 15	Sep 10	X	
0141.1	Board Member and Term Sending District	Jan 19	Sep 10	X	
0143	Board Member Election and Appointment	Apr 14	No adopted date	X	
0144	Board Member Orientation and Training	May 11	Sep 10	X	
0151	Organization Meeting	Jun 12	Sep 10	X	
0152	Board Officers	Feb 15	Sep 10	X	
0153	Annual Appointments	Jun 12	Sep 10	X	
0167	Public Participation in Board Meetings	Mar 16	Sep 10	X	
0168	Recording Board Meetings	Mar 16	Sep 10	X	
0171	Duties of Board President and Vice President	Aug 10	Sep 10	X	
0173	Duties of Public School Accountant	Aug 10	Sep 10	X	
1310	Employment of School Bus. Admin.	Jun 16	Sep 10	X	
2440	Summer Session	May 11	Sep 10	X	
3111	Creating Positions	Jun 16	Sep 10	X	
3124	Employment Contract	Jun 16	Sep 10	X	
3126	District Mentoring Program	May 17	Sep 10	X	
R3126	District Mentoring Program	May 17	Sep 10	X	
3141	Resignation	Jun 16	Sep 10	X	
3142	Nonrenewal of Nontenured Teaching Staff Member	Oct 13	Sep 10	X	
3144	Certification of Tenure Charges	Jun 16	Sep 10	X	

Policies & Regulations
Not Yet Adopted – January 2020
BEVERLY CITY

POLICY#	POLICY/REGULATION TITLE	SEA DATE	DISTRICT ADOPTED DATE	UPDATE NEEDED	GOOD UPDATE NOT NEEDED
R3144	Certification of Tenure Charges	Jun 16	Sep 10	X	
3159	Teaching Staff Member/School District Reporting Responsibilities	Jun 16	Sep 10	X	
R3212	Attendance	Feb 15	Sep 10	X	
3230	Outside Activities	Apr 14	Sep 10	X	
R3230	Outside Activities	Apr 14	Sep 10	X	
3231	Outside Employment as Athletic Coach	Jun 16	Sep 10	X	
3232	Tutoring Services	Jun 13	Missing	X	
R3232	Tutoring Services	Jun 13	Missing	X	
3281	Inappropriate Staff Conduct	Dec 12	Sep 10	X	
R3281	Inappropriate Staff Conduct	Dec 12	Sep 10	X	
3322	Staff Member's Use of Personal Cellular Telephones/Other Communications Devices	Jul 15	Sep 10	X	
3437	Military Leave	Dec 17	Sep 10	X	
4124	Employment Contract	Aug 13	Sep 10	X	
4146	Nonrenewal of Nontenured Support Staff	Oct 13	Sep 10	X	
R4146	Nonrenewal of Nontenured Support Staff	Oct 13	Sep 10	X	
4161	Examination for Cause	Apr 06	Sep 10	X	
4230	Outside Activities	Apr 14	Sep 10	X	
R4230	Outside Activities	Apr 14	Sep 10	X	
4281	Inappropriate Staff Conduct	Dec 12	Sep 10	X	
R4281	Inappropriate Staff Conduct	Dec 12	Sep 10	X	
4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices	Jul 15	Sep 10	X	

Policies & Regulations
Not Yet Adopted – January 2020
BEVERLY CITY

POLICY #	POLICY/REGULATION TITLE	SEA DATE	DISTRICT ADOPTED DATE	UPDATE NEEDED	GOOD UPDATE NOT NEEDED
R4432	Sick Leave	Jul 15	Sep 10	X	
4437	Military Leave	Dec 17	Sep 10	X	
5116	Education of Homeless Children	Feb 17	Sep 10	X	
R5116	Education of Homeless Children	Feb 17	Sep 10	X	
5305	Health Services Personnel	Jun 16	Sep 10	X	
5514	Student Use of Vehicles on School Grounds	Jun 16	Sep 10	X	
6150	Tuition Income	Feb 11	Sep 10	X	
6424	Emergency Contracts	Nov 11	Sep 10	X	
7101	Educational Adequacy of Capital Projects	Dec 17	Sep 10	X	
R7101	Educational Adequacy of Capital Projects	Dec 17	Sep 10	X	
7102	Site Selection and Acquisition	Jul 17	Sep 10	X	
R7102	Site Selection and Acquisition	Jul 17	Sep 10	X	
7130	School Closing	Jul 17	Sep 10	X	
7300	Disposition of Property	Jul 17	Sep 10	X	
R7300.2	Disposition of Land	Jul 17	Sep 10	X	
R7300.3	Disposition of Personal Property	Jul 17	Sep 10	X	
R7300.4	Disposition of Federal Property	Jul 17	Sep 10	X	
7510	Use of School Facilities	Feb 12	Sep 10	X	
8310	Public Records	Aug 10	Sep 10	X	
R8310	Public Records	Aug 10	Sep 10	X	
8600	Transportation (M)	Aug 19	Sep 10	X	
R8600	Transportation (M)	Aug 19	Sep 10	X	

Policies & Regulations
Not Yet Adopted – January 2020
BEVERLY CITY

POLICY #	POLICY/REGULATION TITLE	SEA DATE	DISTRICT ADOPTED DATE	UPDATE NEEDED	GOOD UPDATE NOT NEEDED
8670	Transportation of Disabled Students (M)	Aug 19	Sep 10	X	
8740	Bonding	Dec 10	Sep 10	X	
8820	Opening Exercises/Ceremonies	Jul 15	Sep 10	X	
8860	Memorials	Jan 19	Sep 10	X	
9180	School Volunteers	Nov 11	Sep 10	X	
9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants	Nov 11	Sep 10	X	
9210	Parent Organizations	Aug 19	Sep 10	X	
9400	News Media Relations	Aug 19	Sep 10	X	
9541	Student Teachers/Interns	Jun 16	Sep 10	X	

0132 EXECUTIVE AUTHORITY

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board.

The Superintendent shall prepare regulations for the administration of the school district that are consistent with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations shall be binding on the employees and the students of this school district when issued and shall be provided to the Board for the information of Board members except where Board approval is required by law.

The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first regular Board meeting following the action.

The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote.

N.J.S.A. 18A:17-20

Adopted: 15 September 2010
Revised:

0134 BOARD SELF EVALUATION

The Board of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it will adopt an evaluation instrument that permits individual Board members to record their assessment of the conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes.

The assessments will be tabulated by the Board President or designee and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's future conduct.

N.J.S.A. 18A:11-1

Adopted: 15 September 2010
Revised:

0141.1 BOARD MEMBERS AND TERM - SENDING DISTRICT

The Board of Education shall consist of seven members.

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

1. The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election, except that;

2. The term of a member appointed to fill a vacancy within sixty days immediately preceding an annual election shall be from the member's appointment to the organizational meeting following the second annual election after his/her appointment;

3. The Board of Education shall have representation on the Palmyra Board of Education in accordance with N.J.S.A. 18A:38-8.2.

   In accordance with N.J.S.A. 18A:38-8.2.a.(1) the sending district shall have no representation on the receiving district Board of Education if the students of a sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled. If the students of a sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

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

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

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

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

4. A sending district representative(s) shall be eligible to vote on the following matters before the receiving district Board of Education:

   a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;

   b. New capital construction to be utilized by sending district students;

   c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;

   d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;

e. Any matter directly involving the sending district students or programs and services utilized by those students;

f. Approval of the annual receiving district budget;

g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;

h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and

i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.

5. While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the receiving Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8
N.J.A.C. 6A:23A-2.1 et seq.

Adopted: 15 September 2010
Revised:

0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.

A vacancy in the membership of a Board of Education shall be filled as follows:

1. By the Executive County Superintendent, if the vacancy is caused by:

   a. The absence of candidates for election to the school Board; or

   b. The removal of a member because of lack of qualifications; or

   c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence; or

   d. Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.

2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;

3. By special election within sixty days of the annual school election, if:

   a. Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or

   b. The annual election is disqualified due to improper election procedures.

4. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or

5. By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.

N.J.S.A. 18A:12-11; 18A:12-15

Adopted:

0144 BOARD MEMBER ORIENTATION AND TRAINING

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

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual, and such other materials as deemed appropriate by the Superintendent.

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

Each newly elected or appointed Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.

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

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

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

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

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

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

Adopted: 15 September 2010
Revised:

0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held in all Type II school districts with an April school election, on any day during the first or second week following the April school election or with a November school election, on any day of the first week in January.

If the organization meeting cannot take place on the date(s) above by reason of lack of quorum or for any other reason, said meeting shall be held within three days thereafter.

The meeting shall be called to order by the Board Secretary, who shall serve as presiding officer pro tempore until the election of a President and Vice President.

The Board Secretary shall administer the oath of office to new Board members.

N.J.S.A. 18A:10-3; 18A:10-5
N.J.S.A. 41:1-1; 41:1-3

Adopted: 15 September 2010
Revised:

0152 BOARD OFFICERS

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

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

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

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

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

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

Adopted: 15 September 2010
Revised:

0153 ANNUAL APPOINTMENTS

The Board of Education may annually appoint the following positions:

1. A Board Secretary,
   N.J.S.A. 18A:17-2, 17-5;

2. A public school accountant,
   N.J.S.A. 18A:23-1;

3. A medical inspector,
   N.J.S.A. 18A:40-1;

4. A psychological examiner,
   N.J.S.A. 18A:46-11;

5. A member to serve as delegate to the New Jersey School Boards Association,
   N.J.S.A. 18A:6-46;

6. An attendance officer(s),
   N.J.S.A. 18A:38-32;

7. A Treasurer of School Moneys,
   N.J.S.A. 18A:17-31;

8. A member to serve as delegate to the Burlington County School Boards Association; and

9. An insurance broker(s)/agent(s).

The Board shall appoint annually in January two of its members to serve on the Board of School Estimate and shall thereafter fill any vacancies immediately.

N.J.S.A. 18A:9-2; 18A:22-1

Adopted: 15 September 2010
Revised:

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;

2. Each statement made by a participant may be limited to three minutes' duration if the Board President determines the public portion will be more than thirty minutes in duration;

3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;

4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;

5. The presiding officer may:

    a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;

    b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;

    c. Request any person to leave the meeting when that person does not observe reasonable decorum;

d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;

e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and

f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

Adopted: 15 September 2010
Revised:

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this Bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of audio or video recording devices by members of the public to record public meetings.

Prior notice to audio or video record a public meeting is not required provided the person operates the recording device while sitting in the area designated by the Board for public seating. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.

In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such request to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the recording guidelines outlined in this Bylaw with the person requesting to record the meeting.

Any member of the public wanting to use a recording device from an area other than the area designated for public seating must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer or designee. Prior to the meeting, the presiding officer or designee will determine the location of each recording device so each video recording device can record the meeting with an unobstructed view and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded. The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated for public seating shall be located within a similar distance from the Board as the public seating area. The presiding officer or designee shall determine when the number of recording devices used outside the area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated.

Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting. All recording devices and any related equipment must be battery operated or operational without the use of district electricity as the district will not permit such equipment to be connected to the school district's electrical service.

The presiding officer or designee shall determine if a recording device interferes with the conduct of a Board meeting and may order that an interfering device be relocated.

N.J.S.A. 10:4-14

Adopted: 15 September 2010
Revised:

0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

The President of the Board of Education shall:

1. Preside at all meetings of the Board;
2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1;
3. Sign all school district warrants, N.J.S.A. 18A:19-1;
4. Certify to all payrolls, N.J.S.A. 18A:19-9;
5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20;
7. Appoint all committees of the Board and serve as committee member ex-officio in accordance with Board Bylaw 0155;

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted: 15 September 2010
Revised:

0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States. The Board will require the submission of the most recent external peer/quality report for review and evaluation prior to the appointment of the licensed public school accountant. The Board will acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the accountant or firm to perform the audit is engaged.

The Board will require the submission of an updated external peer/quality report of the accountant within thirty days after the issuance date of the external peer/quality report if the report is issued prior to the date of the audit opinion for the most recent fiscal year.

In accordance with NJOMB Circular Letter 98-07, the public school accountant will provide a copy of the most recent external peer/quality report to the Department of Education, within thirty days after the initial engagement by the Board and within thirty days after the issuance of a subsequent peer/quality report.

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if such services comply with the independent standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States.

The Board may be prohibited for good cause by the Commissioner of Education from engaging a particular licensed public school accountant, or may be directed by the Commissioner on a process to be used in the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant will complete the annual audit as required by the Department of Education and N.J.S.A. 18A:23-2. Each annual audit shall include an audit of the books, accounts and moneys, and verification of all cash and bank balances of the Board and of any officer or employee and of moneys derived from athletic events or other activities of any organization of students conducted under the auspices of the Board, from the date of the last annual audit to the date of the current audit. The audit will also include a determination of the extent to which the district used contracts entered into by the State Division of Purchase and

Property pursuant to P.L. 1969 c. 104 (C. 52:25-16.1 et seq.) in the purchase of materials, supplies or equipment for the district. The report of each audit will be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and will be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.

Within thirty days following receipt of the report the Board, at a regularly scheduled public meeting, will cause the recommendations of the accountant to be read and discussed and the discussion will be duly noted in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.

N.J.S.A. 18A:23-1 et seq.
N.J.A.C. 6A:23A-16.2

Adopted: 15 September 2010
Revised:

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of: economics; law; accounting; organizational theory; management or administration; finance; and other responsibilities as outlined in the job description or required by the Board.

A candidate for the position of School Business Administrator/Board Secretary shall be recommended to the Board by the Superintendent. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. The appointment of the School Business Administrator/Board Secretary shall be made by the Board, which shall also fix the compensation to be paid to the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. 6A:9B-12.7

Adopted: 15 September 2010
Revised:

2440 SUMMER SESSION

The Board of Education may conduct a summer session. A summer session must be approved by the Board of Education and the Executive County Superintendent of Schools and may include:

1. Remedial courses for students who wish to retake a course or subject previously taken and for which credits or placement may be awarded upon successful completion;

2. Advanced courses for students who wish to take a course or subject not previously taken in an approved school district program and for which additional credits or advanced placement may be awarded upon successful completion of the course; and

3. Enrichment courses for students who wish to take a course or subject of a vocational interest and for which no credits are to be awarded.

The Superintendent of Schools will develop a summer session program and submit the proposed program to the Board for approval. The proposed program shall include the details of the summer session including, but not limited to, a list of the courses or programs offered, the hours of operation, the school(s) where the summer session(s) will be operating, any tuition fees to be charged in accordance with the provisions of N.J.A.C. 6A:32-10.3, and projected cost of operation.

A student will be enrolled in a remedial course only on the written recommendation of the Principal of the school the student regularly attends. The recommendation shall state the name of the subject(s) which the student may take and the purpose for which each subject is taken. A student previously retained at grade level may be promoted on successful completion of a required remedial course, but no student shall be required to attend the summer session.

In accordance with the provisions of N.J.A.C. 6A:32-10.3, tuition may be charged to nonresident students enrolled in a summer session course and to resident students enrolled in enrichment courses which carry no credit and are determined by the Executive County Superintendent to have no direct relationship to the curriculum. Tuition may be charged to students domiciled within the district for enrollment in remedial or advanced courses in accordance with the provisions of N.J.S.A. 18A:11-15.

The Superintendent shall develop regulations for the summer session that include provisions for appropriate planning, proper staffing, student assignments, student evaluation, student records, award of credit, grade placement, and the utilization of facilities. Such regulations for the operation of the summer session shall be consistent with rules of the State Board of Education and Board policies. The operation of the summer session shall not conflict in any way with the administration of the regular school sessions of this district.

N.J.S.A. 18A:11-15; 18A:54B-1 et seq.
N.J.A.C. 6A:32-10.1; 6A:32-10.2; 6A:32-10.3; 6A:32-10.4; 6A:32-10.5

Adopted: 15 September 2010
Revised:

3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, upon the Superintendent's recommendation, create new positions as required and approve job titles and job descriptions. The job description shall outline the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.
N.J.A.C. 6A:9B-5.1; 6A:9B-5.5

Adopted: 15 September 2010
Revised:

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, if applicable; the salary at which the teaching staff member will be employed; and the intervals at which the salary will be paid.

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8
N.J.A.C. 6A:9B-5.1; 6A:9B-5.4

Adopted: 15 September 2010
Revised:

3126 DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the New Jersey Student Learning Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall budget State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for one or more of the following: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and professional development and training activities related to the program.

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9B-8.6.

N.J.S.A. 18A:26-2; 18A:26-2a
N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

Adopted: 15 September 2010
Revised:

R 3126 DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9C-5.1.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a certificate with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in corresponding positions requiring certification.

2. "Certificate of Eligibility with Advanced Standing or CEAS" means a certificate with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and CEAS educator preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

3. "District mentoring program" means a program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.

4. "Endorsement" means an authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).

5. "Mentor teacher" means an experienced, certified New Jersey teacher who is assigned to provide support and guidance to a novice teacher.

6. "Novice teacher" means any teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area.

7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.

8. "Provisional teaching period" means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.

B. Requirements for District Mentoring Program

1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the New Jersey Student Learning Standards (NJSLS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.

3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment, which shall be equal to at least thirty weeks, shall be provided with the following supports:

a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;

b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:

(1) The non-tenured teacher's degree of preparation and experience;

(2) The non-tenured teacher's individual professional development plan (PDP) developed in accordance with N.J.A.C. 6A:9C-4.4;

(3) Areas of focus within the district mentoring plan; and

(4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.

c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.

4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:

a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;

b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;

c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;

d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;

e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:

(1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.

f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.

5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.

6. The district shall budget State funds appropriated for the novice teacher mentoring program.

   a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.

   b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.

   c. The Board of Education shall ensure State funds are used for one or more of the following:

      (1) Stipends for mentor teachers;

      (2) The costs associated with release time;

      (3) Substitutes for mentor and novice teachers; and

      (4) Professional development and training activities related to the program.

   d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.

7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:

a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;

b. Has at least three years of experience and has taught full-time for at least two years within the last five years;

c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;

d. Demonstrates a record of success in the classroom:

(1) All mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.

(a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.

e. Understands the social and workplace norms of the school district and the community it serves;

f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and

g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, NJSLS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.

D. District Mentoring Plan

1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.

   a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.

   b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.

   c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.

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3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days written notice to the Board unless the Board approves the tenured teaching staff member's release on shorter notice. The Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice.

N.J.S.A. 18A:26-10; 18A:28-8
N.J.A.C. 6A:9B-4.8

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Revised:

3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

The Board of Education recognizes its obligation to employ only those staff members best trained and equipped to meet the educational needs of the students of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board will renew the employment contract of a teaching staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. A nontenured teaching staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured teaching staff member's performance does not meet the standards of the district, the Superintendent shall recommend not to renew the teaching staff member's contract. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured teaching staff member their employment will be discussed in executive session in order for the nontenured teaching staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each nontenured teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15. Any teaching staff member who received written notice a contract will not be offered may, within fifteen days of receiving such notification, request in writing a statement of the reasons for nonrenewal. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment, the nontenured teaching staff member shall have the right to an informal appearance before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. The nontenured teaching staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.
N.J.A.C. 6A:10-8.1

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3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of

determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooting of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14;
18A:6-16; 18A:25-6; 18A:25-7
N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6

Adopted: 15 September 2010
Revised:

R 3144 CERTIFICATION OF TENURE CHARGES

A. Definition

1. For the purposes of Policy 3144 and this Regulation, "day" means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.

   a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

2. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the following procedures and timelines shall be observed:

a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.

b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.

c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.

d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.

e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.

f. If the Board of Education or the State District Superintendent finds probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.

3. If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:

a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.

b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.

c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.

d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.

e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.

f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.

g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.

4. The provisions of N.J.A.C. 6A:3-5.1 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

C. Format of Certificate of Determination

1. The certificate of determination that accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:

a. The Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;

b. Of the date, place, and time of the meeting at which such determination was made and whether the employee was suspended and, if so, whether such suspension was with or without pay; and

c. The determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

2. The provisions of N.J.A.C. 6A:3-5.2 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

D. Filing and Service of Answer to Written Charges – N.J.A.C. 6A:3-5.3

1. Except as specified in N.J.A.C. 6A:3-5.1(c)5, an individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).

a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided the motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the arbitrator if the motion is to be briefed following transmittal to an arbitrator.

2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.

a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.

3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.

4. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5

1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.

   a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.

2. Where a party to a tenure matter requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6

1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions* (*S.L.D.*) 842, 846):

   a. Accompaniment by documentation as to the nature of the charges;

   b. Explication of the circumstances justifying settlement or withdrawal;

   c. Consent of both the charged and charging parties;

   d. Indication the charged party entered into the agreement with a full understanding of his or her rights;

e. A showing the agreement is in the public interest; and

f. If the charged party is a teaching staff member, a showing the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.

2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.

3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.

4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. 6A:9B-4.3.

5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. 6A:9B-4.10.

Issued:

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. For the purpose of this Policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;

2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;

4. The Superintendent becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or

5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.

The Superintendent shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted: 15 September 2010
Revised:

R 3212 PROFESSIONAL STAFF ATTENDANCE REVIEW AND IMPROVEMENT PLAN

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers, educational services personnel, and administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, and other approved leaves. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 3432. The employee's rate of absence shall be calculated every pay period and entered on his/her attendance record. An employee's attendance record shall be part of the employee's personnel file.

2. At the end of each school year, a cumulative attendance record shall be assembled for the school.

3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for the school. The attendance summary shall be posted in the school.

4. A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.

B. Attendance Improvement Plan

1. Planning

The Chief School Administrator will meet with the Building Principal and appropriate administrators to discuss the attendance summary. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.

2. Implementation

a. The Chief School Administrator shall be responsible for implementing the district's plan for the improvement of professional staff member attendance in his/her school building.

b. The Chief School Administrator shall encourage the regular attendance of the teaching staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being. The Chief School Administrator shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.

c. The Chief School Administrator shall incorporate, and shall direct other supervisors to incorporate, a teaching staff member's attendance record in his/her evaluation.

d. The Chief School Administrator may require teachers to evaluate the work done by substitutes in their absence.

e. Appropriate administrative staff shall report to the Chief School Administrator any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

3. In-service Training

The Chief School Administrator shall meet with the teaching staff members assigned to his/her building at the beginning of each school year to inform employees of Board policy and district regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to acquaint employees with the degree to which attendance will affect evaluation reports.

4. Counseling

a. The Building Principal/Chief School Administrator may, in his/her discretion, call a conference with a teaching staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.

b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Chief School Administrator shall determine the nature of the absences and consider any extenuating circumstances.

c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Issued: 15 September 2010

3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;

2. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit students on school grounds for trips not approved by the Board or Superintendent;

3. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;

4. Teaching staff members shall not send campaign literature home with students, or request, direct, or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;

5. Teaching staff members shall not privately tutor students for compensation that are currently enrolled in their classes; and

6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4
N.J.S.A. 19:1.1 et seq.

Adopted: 15 September 2010
Revised:

R 3230 OUTSIDE ACTIVITIES

A. Outside Employment

1. A full-time employee may engage in outside employment when such employment does not:

   a. Constitute a conflict of interest;

   b. Violate the provisions of the New Jersey School Ethics Act; or

   c. Occur at a time when the employee has assigned district duties and responsibilities.

2. A full-time employee who engages in employment outside the school district shall report that employment to the Superintendent only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment.

B. Private Enterprise, Business, or Business Organization

1. An employee shall not conduct activities on school district grounds that may advance a private enterprise, business, or business organization without the express permission of the Superintendent. Permission will not be given for solicitations or collections on behalf of a private enterprise, business, or business organization.

2. An employee shall not, on school grounds, solicit students for trips other than those expressly approved by the Board or Superintendent without permission of the Superintendent. School grounds shall not be used as the point of departure or arrival for any such privately arranged trip.

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3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Chief School Administrator of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Chief School Administrator must be in writing and must indicate with specificity the accommodation(s) that may be required. The Chief School Administrator, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. 6A:9B-5.16

Adopted: 15 September 2010
Revised:

3232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to students who need additional help in their academic programs. This additional help is provided by a staff member on school grounds during their free time during their workday or immediately before or after school hours. The time a staff member provides additional help to a student is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to students.

However, the Board of Education recognizes a school staff member may be privately contracted to provide tutoring services to a student in addition to any additional help a student receives before, during, and/or after the school day. These tutoring services shall be provided to a student under a private agreement between the staff member and the parent and/or student. Private tutoring shall not take place on school grounds.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services. School staff members shall not provide private tutoring services for a fee or any compensation to any student that is currently enrolled in their classes.

Adopted:

R 3232 TUTORING SERVICES

A. Additional Help in Academic Programs

1. Teachers will make every reasonable effort to assist students assigned to them who need additional help in their academic programs.

2. Additional help may be given during the course of the staff member's work day or before or after school hours.

3. This additional help is an extension of the staff member's assigned school district responsibilities and no staff member may charge a fee for providing this additional help to students.

B. Private Tutoring Services

1. A staff member who believes a student may benefit from private tutoring services in addition to any additional help provided to a student as part of the staff member's assigned responsibilities will inform the Principal or designee.

2. If the Principal or designee concurs with the staff member's recommendation, he/she or the staff member will notify the student's parent. The Principal or designee will not recommend a private tutor or maintain a list of private tutors. The retention of a private tutor shall be the sole responsibility of the parent.

3. The responsibility of contracting a private tutor is the responsibility of the parent. The Principal or designee will discuss the student's performance and needs with the student's parent.

4. The school staff member shall cooperate with the student in providing information and materials used in class and in specifying the areas where the student needs tutoring.

5. Private tutoring shall not take place on school grounds and any fees or compensation arrangements shall be made between the private tutor and the parent. The Board of Education assumes no responsibility, liability, or obligations for the selection of a private tutor that is contracted by the parent or the quality of the tutoring services provided.

6. A school staff member may be contracted by a parent to provide tutoring services to a student. School staff members are prohibited from providing private tutoring services to students currently enrolled in their classes or to a student who the staff member participates as a member of the student's evaluation team.

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3281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all students within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a student's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all students attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all students. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-student professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward students.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to students or about students and shall not engage in inappropriate language or expression in the presence of students. School staff shall not engage in inappropriate conduct toward or with students. School staff shall not engage or seek to be in the presence of a student beyond the staff member's professional responsibilities. School staff shall not provide transportation to a student in their private vehicle or permit a student into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to students or for public display.

A school staff member is always expected to maintain a professional relationship with students and to protect the health, safety and welfare of school students. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the School Business Administrator/Board Secretary. In addition, school personnel having reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The School Business Administrator/Board Secretary will investigate all reports with a final report to the Superintendent of Schools. The School Business Administrator/Board Secretary or the Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.
N.J.A.C. 6A:16-11.1

Adopted: 15 September 2010
Revised:

R 3281 INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 3281 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 students.

A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.

2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.

3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

4. The "immediate supervisor" for teaching staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.

5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a student's clothing or physical appearance, comments with sexual overtones, comments regarding a student's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a student for a social relationship outside the school staff/student relationship, sexually harassing conduct, inappropriate touching by the staff member to a student or permitting a student to inappropriately touch a staff member, corporal punishment, requesting a student to expose private parts of their body, other than for school medical purposes, and

a staff member exposing their own private parts of their body to a student. Inappropriate conduct also includes physical contact between a staff member and student that is beyond the staff member/student professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/student professional relationship. "Inappropriate conduct" does not include a hug initiated by a student as a sign of the student's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.

7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.

8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.

9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.

11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.

12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.

13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.

14. "Unannounced or uninvited visit" is a student visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a student is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.

2. Any staff member who believes, or has reason to believe, a student is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a student beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.

4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.

5. Any student, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Principal.

6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.

7. School staff having reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report.

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent.

2. The School Business Administrator/Board Secretary will begin a prompt and thorough investigation of every report.

3. The School Business Administrator/Board Secretary or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families if there is reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

1. The School Business Administrator/Board Secretary will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the School Business Administrator/Board Secretary received the report.

2. The School Business Administrator/Board Secretary's preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any students who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and student(s) reported to have engaged in conduct prohibited by this Policy and Regulation.

3. The School Business Administrator/Board Secretary will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any student involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.

4. If, based on a preliminary investigation, the School Business Administrator/Board Secretary determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the student(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s)/legal guardian(s) if requested. The School Business Administrator/Board Secretary will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.

5. If, based on a preliminary investigation, the School Business Administrator/Board Secretary deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the student(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the student indicated in the report upon request.

E. Full Investigation

1. The School Business Administrator/Board Secretary, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or local law enforcement.

2. The School Business Administrator/Board Secretary will conduct the full investigation if the New Jersey Department of Children and Families and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 for reporting to the New Jersey Department of Children and Families and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.

3. The full investigation will include, but not be limited to, interviews with the staff member(s), students, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.

4. The School Business Administrator/Board Secretary will accept testimony and evidence from the staff member(s), student(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.

5. All persons that provide information, testimony and evidence to the School Business Administrator/Board Secretary relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent.

6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the School Business Administrator/Board Secretary will prepare a written report to the Superintendent. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the School Business Administrator/Board Secretary.

7. If the School Business Administrator/Board Secretary's full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the School Business Administrator/Board Secretary will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the student(s) investigated to review the findings.

8. If the School Business Administrator/Board Secretary's full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:

   a. Provide the staff member an opportunity to rebut the findings of the School Business Administrator/Board Secretary's full investigation report and findings;

   b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;

   c. Not recommend the staff member be re-appointed for the next school year;

d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;

e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18A and N.J.A.C. 6A; and/or

f. Recommend to the Board of Education any other disciplinary and/or legal measures as the Superintendent determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.

9. If the Superintendent does not concur with the findings of the School Business Administrator/Board Secretary's full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the School Business Administrator/Board Secretary, a discussion with the student(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.

10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Issued: 15 September 2010
Revised:

3322 STAFF MEMBER'S USE OF PERSONAL CELLULAR TELEPHONES/ OTHER COMMUNICATION DEVICES

The Board of Education recognizes a teaching staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event the teaching staff member needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday, the teaching staff member may do so provided the communication is made during the teaching staff member's duty free lunch or break periods and/or preparation periods for teaching staff and is made outside the presence of students in an area inside the school building designated by the teaching staff member's Principal or immediate supervisor.

A teaching staff member's personal cellular telephone or other personal communication device shall be secured by the teaching staff member and outside the view of others when the teaching staff member is performing assigned school district responsibilities.

An electronic communication by a teaching staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while the teaching staff member is performing assigned school district responsibilities.

In the event the teaching staff member has an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities, the teaching staff member shall inform their Principal or immediate supervisor before or immediately after the communication, depending on the nature of the emergency. The Board of Education is not responsible if a teaching staff member's personal cellular telephone or other communication device is lost, stolen, or missing.

Adopted: 15 September 2010
Revised:

3437 MILITARY LEAVE

The 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. A permanent or full-time temporary 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.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1
N.J.A.C. 5A:2-2.1
Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 15 September 2010
Revised:

4124 EMPLOYMENT CONTRACT

The Board of Education requires every nontenured support staff member annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service (fixed term appointment); the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract may include a provision for a probationary employment period with a provision providing the Board the right to terminate the employment of the nontenured support staff member at the completion of the probationary employment period. The contract will include a provision for the termination of the nontenured support staff member's contract on thirty days notice duly given by either party.

In the event the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted: 15 September 2010
Revised:

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the district, the Superintendent shall recommend not to renew the support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each nontenured support staff member to whom reemployment will not be offered in writing in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

A nontenured support staff member whose contract is not renewed shall have the right to a written statement of the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to a nontenured support staff member within thirty days after the receipt of the request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment, the nontenured support staff member shall have the right to an informal appearance before the Board to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. The support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-4.1

Adopted: 15 September 2010
Revised:

R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.

2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.

3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the district, the support staff member's immediate supervisor shall recommend to the Superintendent, no later than April 1, that the support staff member should not be reemployed in the following school year.

2. The nontenured support staff member shall be informed by the Superintendent, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.

3. A recommendation by the Superintendent for nonrenewal may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in this district.

4. A nontenured support staff member contract can only be renewed upon the Superintendent's recommendation and a majority vote of the full Board. The Board may not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

1. The Superintendent will notify the Board members of the recommendation not to renew a nontenured support staff member's contract before notifying the support staff member of the recommendation to not renew. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board. In the alternative, the Superintendent may notify the Board members of the recommendation not to renew a nontenured support staff member in executive session. Using this option, the Board will meet in executive session to review the Superintendent's recommendation(s) for nonrenewal of nontenured support staff members. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such employee requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.

2. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.

D. Notice of Nonrenewal

1. Notice of the Superintendent's decision not to renew shall be given to each nontenured support staff member not recommended for renewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal.

2. The nonrenewal notice shall be in writing and provided to the nontenured support staff member not recommended for renewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.

E. Request for Statement of Reasons

1. A nonrenewed support staff member will be given a written statement of the reasons for which he/she was not renewed provided the support staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the support staff member has received written notice of his/her nonrenewal.

2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the employee's evaluations and the employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.

F. Nonrenewal Appearance

1. A support staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent a written request for such an appearance no later than ten calendar days after the support staff member's receipt of the written statement of reasons.

2. A date for the informal appearance shall be scheduled within thirty calendar days from the support staff member's receipt of the Board's statement of reasons. The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13. The Board will determine a reasonable length of time to be devoted to the appearance, depending upon each instance's specific circumstances. The proceeding of an informal appearance before the Board may be conducted pursuant to N.J.A.C. 10:4-12(b)(8).

3. The support staff member requesting the appearance shall be given written notice, no later than forty-eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.

4. The purpose of the appearance shall be to permit the nonrenewed support staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured support staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding and the appearance shall not be an adversary proceeding.

5. The support staff member may be represented by an attorney or by one individual of his/her choosing. He/She may present witnesses to testify on his/her behalf. Witnesses do not need to present testimony under oath, and their statements may be recorded. The Board will hear witnesses and shall not cross-examine them. Witnesses will be called into the meeting to address the Board one at a time and shall be excused from the meeting after making their statements.

G. Final Determination

1. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment to the voting members of the Board. The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation.

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.

3. The final determination will be delivered to the nontenured support staff member, in writing, no later than three days following the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.

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4161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within fifteen working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.

If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101
N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:30-1 et seq.
N.J.A.C. 6A:32-6.3

Adopted: 15 September 2010
Revised:

4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes that school employees exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their performance and the discharge of the support staff member's responsibilities to this district.

All support staff members are advised to be governed in their activities outside the school by the following guidelines:

1. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;

2. The Board does not endorse, support, or assume liability in any way for any support staff member of this district who conducts a private activity in which students or employees of this district participate;

3. Support staff members shall not send campaign literature home with students, or request, direct or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any support staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question; and

4. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their school district duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4
N.J.S.A. 19:1.1 et seq.

Adopted: 15 September 2010
Revised:

R 4230 OUTSIDE ACTIVITIES

A. Outside Employment

1. A full-time employee may engage in outside employment when such employment does not:

   a. Constitute a conflict of interest;

   b. Violate the New Jersey School Ethics Act; or

   c. Occur at a time when the employee has assigned district duties and responsibilities.

2. A full-time employee who engages in employment outside the district shall report that employment to the Superintendent only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment.

B. Private Enterprise, Business, or Business Organization

1. An employee shall not conduct activities on school district grounds that may advance a private enterprise, business, or business organization without the express permission of the Superintendent. Permission will not be given for solicitations or collections on behalf of a private enterprise, business, or business organization.

2. An employee shall not, on school grounds, solicit students for trips other than those expressly approved by the Board or Superintendent without permission of the Superintendent. School grounds shall not be used as the point of departure or arrival for any such privately arranged activity.

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4281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all students within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a student's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all students attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all students. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-student professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward students.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to students or about students and shall not engage in inappropriate language or expression in the presence of students. School staff shall not engage in inappropriate conduct toward or with students. School staff shall not engage or seek to be in the presence of a student beyond the staff member's professional responsibilities. School staff shall not provide transportation to a student in their private vehicle or permit a student into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to students or for public display.

A school staff member is always expected to maintain a professional relationship with students and school staff members shall protect the health, safety and welfare of school students. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal/Chief School Administrator any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the School Business Administrator/Board Secretary. In addition, school personnel having reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Chief School Administrator of all reports, including anonymous reports. The School Business Administrator/Board Secretary will investigate all reports with a final report to the Chief School Administrator. The School Business Administrator/Board Secretary or the Chief School Administrator may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.
N.J.A.C. 6A:16-11.1

Adopted: 15 September 2010
Revised:

R 4281 INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 4281 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 students.

A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.

2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.

3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

4. The "immediate supervisor" for support staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.

5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a student's clothing or physical appearance, comments with sexual overtones, comments regarding a student's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a student for a social relationship outside the school staff/student relationship, sexually harassing conduct, inappropriate touching by the staff member to a student or permitting a student to inappropriately touch a staff member, corporal punishment, requesting a student to expose private parts of their body, other than for school medical purposes, and

a staff member exposing their own private parts of their body to a student. Inappropriate conduct also includes physical contact between a staff member and student that is beyond the staff member/student professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/student professional relationship. "Inappropriate conduct" does not include a hug initiated by a student as a sign of the student's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.

7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.

8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.

9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.

11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.

12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.

13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.

14. "Unannounced or uninvited visit" is a student visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a student is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.

2. Any staff member who believes, or has reason to believe, a student is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a student beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.

4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.

5. Any student, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Building Principal.

6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.

7. School staff having reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report.

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent.

2. The School Business Administrator/Board Secretary will begin a prompt and thorough investigation of every report.

3. The School Business Administrator/Board Secretary or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families if there is reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. 6A:16-11.1 and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

1. The School Business Administrator/Board Secretary will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the School Business Administrator/Board Secretary received the report.

2. The School Business Administrator/Board Secretary's preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any students who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and student(s) reported to have engaged in conduct prohibited by this Policy and Regulation.

3. The School Business Administrator/Board Secretary will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any student involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.

4. If, based on a preliminary investigation, the School Business Administrator/Board Secretary determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the student(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s)/legal guardian(s) if requested. The School Business Administrator/Board Secretary will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.

5. If, based on a preliminary investigation, the School Business Administrator/Board Secretary deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the student(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the student indicated in the report upon request.

E. Full Investigation

1. The School Business Administrator/Board Secretary, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or local law enforcement.

2. The School Business Administrator/Board Secretary will conduct the full investigation if the New Jersey Department of Children and Families and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 for reporting to the New Jersey Department of Children and Families and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.

3. The full investigation will include, but not be limited to, interviews with the staff member(s), students, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.

4. The School Business Administrator/Board Secretary will accept testimony and evidence from the staff member(s), student(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.

5. All persons that provide information, testimony and evidence to the School Business Administrator/Board Secretary relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent.

6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the School Business Administrator/Board Secretary will prepare a written report to the Superintendent. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the School Business Administrator/Board Secretary.

7. If the School Business Administrator/Board Secretary's full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the School Business Administrator/Board Secretary will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the student(s) investigated to review the findings.

8. If the School Business Administrator/Board Secretary full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:

   a. Provide the staff member an opportunity to rebut the findings of the School Business Administrator/Board Secretary's full investigation report and findings;

b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;

c. Not recommend the staff member be re-appointed for the next school year;

d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;

e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18A and N.J.A.C. 6A; and/or

f. Recommend to the Board of Education any other disciplinary and/or legal measures as the Superintendent determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.

9. If the Superintendent does not concur with the findings of the School Business Administrator/Board Secretary's full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the School Business Administrator/Board Secretary, a discussion with the student(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.

10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

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4322 STAFF MEMBER'S USE OF PERSONAL CELLULAR TELEPHONES/ OTHER COMMUNICTION DEVICES

The Board of Education recognizes a support staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event the support staff member needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday, the support staff member may do so provided the communication is made during the support staff member's free lunch or break periods and is made outside the presence of students either in an area inside or outside the school building designated by the support staff member's Principal or immediate supervisor.

A support staff member's personal cellular telephone or other personal communication device shall be secured by the support staff member and outside the view of others when the support staff member is performing assigned school district responsibilities.

An electronic communication by a support staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while the support staff member is performing assigned school district responsibilities.

In the event the support staff member has an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities, the support staff member shall inform their Building Principal or immediate supervisor before or immediately after the communication, depending on the nature of the emergency. The Board of Education is not responsible if a support staff member's personal cellular telephone or other communication device is lost, stolen, or missing.

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R 4432 SICK LEAVE

A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:

   a. Personal disability due to the employee's illness or injury;

   b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or

   c. The employee's having been quarantined for a contagious disease in his/her immediate household.

2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:

   a. Has engaged in or prepared for gainful employment with an employer other than the Board;

   b. Has participated in a concerted work stoppage; or

   c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify his/her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.

2. Notice of the disability should include a reasonable estimate of the duration of the disability.

3. An employee who becomes aware of his/her disability on the morning of the absence must call the substitute call-in system.

4. An employee who becomes disabled during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.

5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Verification of Sick Leave

1. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.

2. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.

E. Readmission After Disability

1. The Board may, in his/her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.

2. If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The district will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.

2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled within two working days, the district will so inform the employee by written notice. The notice will include a statement of the employee's right to request the Board for an extension of sick leave.

3. A request for the extension of sick leave should be submitted to the Superintendent at least five working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.

4. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.

5. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.

2. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.

   a. At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.

   b. At the beginning of the following contract year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.

c. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 4211.

2. Each employee's attendance record will record the reason for any absence.

3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

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4437 MILITARY LEAVE

The 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. A permanent or full-time temporary 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.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other States, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1
N.J.A.C. 5A:2-2.1
Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

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Revised:

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the Supervisor of Special Education. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

N.J.S.A. 18A:7B-12; 18A:7B-12.1
N.J.A.C. 6A:17-2.1 et seq.

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Revised:

R 5116 EDUCATION OF HOMELESS CHILDREN

A. Definitions (N.J.A.C. 6A:17-1.2)

1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.

2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.

3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.

4. "Immediate" or "immediately" means at the instant the need for placement is made known.

5. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.

6. "Superintendent" means Superintendent and/or Chief School Administrator.

B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education shall determine that a child is homeless for the purposes of N.J.A.C. 6A:17-2 when he or she resides in any of the following:

   a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;

b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;

c. The residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own; or

d. Substandard housing.

C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)

1. The school district of residence for a homeless child is responsible for the education of the child and shall:

a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;

b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and

c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.

2. The determination of the homeless child's school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services or the Department of Children and Families, a shelter provider, another school district, an involved agency, or a case manager.

3. The district Board of Education identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.

D. Designation of School District Liaisons and Their Responsibilities (N.J.A.C. 6A:17-2.4)

1. The Superintendent identifies Director of Pupil Personnel Services as the district liaison for the education of homeless children. The school district liaison shall:

a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides;

b. Develop procedures to ensure a homeless child residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5;

c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs administered by the local education agency, and referrals to health care, dental, mental health, and other appropriate services;

d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;

e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;

f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7;

g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5;

h. Assist the parent to obtain the homeless child or youth's medical records or required immunizations; and

i. Assist an unaccompanied youth to ensure he or she is enrolled and is receiving all services pursuant to N.J.A.C. 6A:17.

2. When a homeless child resides in a school district, the district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.

3. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

E. School District Enrollment (N.J.A.C. 6A:17-2.5)

1. The Superintendent of the school district of residence or designee shall decide in which district the homeless child shall be enrolled as follows:

   a. Enroll the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's parent;

   b. Continue the homeless child's education in the school district of last attendance if it is not the school district of residence; or

   c. Enroll the homeless child in the school district where the child resides.

2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:

   a. The enrollment of the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's parent.

   b. The continuity of the child's educational program;

   c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and

   d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.

3. The Superintendent of the school district of residence or designee shall determine the child's school district enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:

a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child will be enrolled immediately. If a dispute arises regarding enrollment of a homeless child, the homeless child shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7.

b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.

c. A decision to enroll a homeless child in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.

4. When a decision is made to enroll the child in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.

5. When a homeless child with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.

6. When the school district of residence for a homeless child cannot be determined, the Superintendent or designee of the school district in which the child currently resides shall enroll the child immediately in the school district of the current residence or the school district of last attendance.

7. The school district selected pursuant to N.J.A.C. 6A:17-2 shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.

8. Enrollment in the school district of residence, the school district of last attendance if not the school district of residence, or the school district where the child resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child becomes permanently housed during the academic year.

F. Parental Rights (N.J.A.C. 6A:17-2.6)

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)

1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall make a determination immediately, if possible, but no later than within forty-eight hours.

   a. If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Administration and Finance.

   b. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

3. Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.

4. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

H. Tuition (N.J.A.C. 6A:17-2.8)

1. When the homeless child is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer pay tuition to the school district of enrollment.

2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA.

3. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:

   a. If the school district of residence cannot be determined for the homeless child;

   b. If the school district of residence is outside of the State; or

   c. If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.

      (1) When the State assumes fiscal responsibility for the tuition of a homeless child, the State shall pay to the school district in which the child is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

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5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

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

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);

2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;

3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;

4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;

5. Direction for professional duties of other medical staff;

6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;

7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;

8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;

9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;

10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);

11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and

12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

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

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

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

1. Carrying out written orders of the medical home and standing orders of the school physician;

2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;

3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;

4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;

5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;

6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;

8. Administering asthma medication through use of a nebulizer;

9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;

10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9B-14.3;

11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);

12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;

13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;

14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;

15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and

16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

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

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

N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:16-2.3

Adopted: 15 September 2010
Revised:

5514 STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

Students are permitted to ride bicycles to school.

Students riding bicycles to school must comply with all applicable State and local laws for operating a bicycle. The Principal may develop school rules for the operation of the student's bicycle on school grounds. Students must park and lock their bicycles in an area outside the school building designated by the Principal. A bicycle may not be brought into the school building without the Principal's permission.

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day.

The Principal may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule. The Board of Education assumes no responsibility for the loss, damage, or theft of any mode of transportation permitted on school grounds in accordance with this Policy.

Adopted: 15 September 2010
Revised:

6150 TUITION INCOME

The Board of Education will charge and assess tuition for students attending this school district that are not entitled to receive a free public education in this district or from a student's sending district for the student attending this school district as provided for by State statute.

A receiving public school district Board and a sending public school district Board will establish a written contractual agreement for the ensuing school year with a tentative tuition charge multiplied by the estimated average daily enrollment in accordance with N.J.A.C. 6A:23A-17.1(f). The sending district is required in the contractual agreement to pay ten percent of the tentative tuition charge no later than the first of each month from September through June of the contract year. Adjustments will be made in accordance with N.J.A.C. 6A:23A-17.1(f).

The Board will, with the consent of the Board upon such terms, admit nonresident students on a tuition basis pursuant to N.J.S.A. 18A:38-3.

The School Business Administrator/Board Secretary shall be responsible for the assessment and collection of tuition.

The Executive County Superintendent in the county in which the receiving district is located should be consulted to mediate disputes that arise from tuition matters as defined in N.J.A.C. 6A:23A-17.1(f)5.

N.J.S.A. 18A:38-3; 18A:38-19; 18A:46-21
N.J.A.C. 6A:23A-17.1
N.J.A.C. 6A:14-7.8

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6424 EMERGENCY CONTRACTS

Any contract may be negotiated or awarded for a Board of Education without public advertising for bids and bidding notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services.

An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service. Emergency contracts may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the school district to plan for the purchase of any goods or services required by the school district. Under no circumstance shall emergency purchasing procedures be used to enter into a multi-year contract.

If the School Business Administrator/Board Secretary is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs pursuant to the provisions of N.J.S.A. 18A:18A-7 et seq.

If conditions permit, the School Business Administrator/Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator/Board Secretary shall attempt to obtain no fewer than three quotations.

As soon as possible, but within three days of declaring the emergency, the Superintendent of Schools shall notify the Executive County Superintendent of the nature of the emergency and the estimated need for goods or services necessary to respond to it.

When emergency conditions have eased, the School Business Administrator/Board Secretary shall utilize the regular purchasing system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.

The School Business Administrator/Board Secretary shall prepare and submit a final report to the Board on every occasion an emergency contract is negotiated or awarded in accordance with the provisions of N.J.S.A. 18A:18A-7.

N.J.S.A. 18A:18A-7
N.J.A.C. 5:34-6.1

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7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division) in accordance with N.J.A.C. 6A:26-5 et seq. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and installation of temporary facilities.

New Jersey Schools Development Authority (Development Authority), Regular Operating District (ROD), along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.

Educational specifications for educational adequacy reviews shall be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications shall detail the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate. The educational specifications shall include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their net areas in square feet, as well as the net of the total room area required for each space. The educational specifications shall also include specific technical and environmental criteria, adjacencies and other requirements for the educational program and a building-space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or temporary facility.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division, and a copy of the transmittal letter indicating the date of plan submission to the local planning board shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4.

In the case of a Development Authority school facilities project, upon completion of detailed plans and specifications, the Development Authority on behalf of the district shall apply, upon completion of detailed plans and specifications, for final approval of the project's educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).

The Division shall collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a ROD school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

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R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division). The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1

1. Capital projects that involve the following types of building construction work shall be approved for educational adequacy:

   a. New school facilities including pre-fabricated facilities;

   b. Additions to existing school facilities;

   c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and

   d. Installation of temporary facilities.

B. New Jersey Schools Development Authority (Development Authority), Regular Operating District (ROD), and Other Capital Projects – N.J.A.C. 6A:26-5.1(b)

1. Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.

   a. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.

The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

b. For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.

c. For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.

C. Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)

1. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.

D. Educational Specifications – N.J.A.C. 6A:26-5.2

1. Submissions of educational specifications for educational adequacy reviews shall include the following:

a. Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;

b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their net areas in square feet, as well as the net of the total room area required for each space;

c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program; and

d. A building-space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or the temporary facility.

E. Schematic Plans and Other Related Project Documents – N.J.A.C. 6A:26-5.3

1. Submissions of schematic plans for educational adequacy reviews shall include the following:

a. Four sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot. The approved use of each space, the proposed number of occupants, and the net square feet area shall be clearly labeled on all existing and proposed spaces;

b. Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;

c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6 including dimensions, clearances, ceiling heights, and required equipment;

d. Paths of travel for disabled persons;

e. A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and

f. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.

2. Other project documents to be submitted with the schematic plans shall include:

a. A project cost estimate on a form provided by the Commissioner;

b. A project schedule;

c. A copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division; and

d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project.

F. Detailed Plans and Specifications and Final Plans and Specifications – N.J.A.C. 6A:26-5.4

1. In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:

   a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;

   b. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5; and

   c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the New Jersey Department of Education, the Development Authority shall submit to the Division the application with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. No additional fee will be imposed.

2. In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:

a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;

b. A properly executed copy of a "Request for Local Release of School Construction Plans" for a district that chooses to have a municipal code enforcing agency review its plans for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

c. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5.

3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:

a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;

b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;

c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;

d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;

e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;

f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";

(1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;

g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

h. If the temporary facility was previously used for school purposes and a certificate of occupancy for Group E, as designated by the Commissioner of the Department of Community Affairs, is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:26-5.4.

G. Fee Schedule – N.J.A.C. 6A:26-5.5

The Division will collect fees for reviews of detailed/final plans and specifications for educational adequacy in the case of Development Authority school facilities projects and for its reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.

H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.

2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.

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7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

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R 7102 SITE SELECTION AND ACQUISITION

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1

1. Voter Approval - N.J.A.C. 6A:26-7.1(a)

The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.

2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:

a. The following information shall be provided by the school district:

(1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;

(2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;

(3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;

(4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;

(5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;

(6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and

(7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.

b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):

(1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;

(a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.

(2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;

(3) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;

(4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;

(5) If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;

(6) Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and

(7) Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.

c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:

(1) A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:

(a) The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and

(b) Potable water infrastructure is, or is not, in place to service the site.

(2) A statement from a local or county sewerage agency certifying that:

(a) The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and

(b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.

(3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:

(a) A sewer service consistency determination;

(b) Potable water supply;

(c) Coastal and freshwater wetlands;

(d) Green Acres land;

(e) Stream encroachment;

(f) Historical or archeological resources;

(g) Endangered plant species;

(h) Threatened or endangered animal species; and

(i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).

d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:

(1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;

(2) The recommendation of the Executive County Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and

(3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.

3. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)

a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.

4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)

All school sites require sufficient acreage for the following:

a. The placement of the school facility;

b. Expansion of the building to its maximum potential enrollment;

c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon;

d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model;

e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;

f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and

g. A thirty-foot wide access around the entire building.

6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.

7. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2

1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.

D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3

1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.

2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

Issued:

7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, and/or other good cause may require the use of one or more district facilities for educational purposes be abandoned.

To receive approval for the closing of a school the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:

1. The proposed closing is consistent with the district's approved LRFP because:

   a. The school district has demonstrated that sufficient school building capacity exists to house students for the five years following the closing; or

   b. The school district has demonstrated through a feasibility study that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure.

2. The use of temporary facilities in the remaining schools does not result or increase from an overall facilities shortage caused by the school closing; and

3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school's closing.

The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.

N.J.S.A. 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5

Adopted: 15 September 2010
Revised:

7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 and N.J.A.C. 6A:26-7.4. If an approved site, or interest therein, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Administration and Finance (Division) in accordance with the requirements of N.J.A.C. 6A:26-7.4. The Division will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, and disposal of any property declared scrap or waste. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-5 through 18A:20-7
N.J.A.C. 6A:26-7.4

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Revised:

R 7300.2 DISPOSITION OF LAND

The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board in accordance with N.J.S.A. 18A:20-5 through 18A:20-7, N.J.A.C. 6A:26-7.4, and Policy 7100.

A. Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a)

The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.

1. The district will send a copy of the request to the Executive County Superintendent who shall make recommendations to the Division. The Executive County Superintendent shall provide a copy of the recommendations to the Board.

2. The request shall indicate whether the district intends to convey the site, rights, or interest therein, and/or improvements thereon, under an exception to the public sale requirements of N.J.S.A. 18A:20-6.

3. The request shall indicate whether the school district intends to convey the site, rights, or interest therein, and/or improvements thereon that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).

4. If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.

5. If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.

B. Disposal – N.J.A.C. 6A:26-7.4(b)

The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.

C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:

1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or

2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A.

E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7

1. In the case of public sales the Board may by resolution fix a minimum price with or without the reservation of the right, upon the completion of said public sale, to accept or reject the highest bid made, a statement whereof shall be included in the advertisement of sale of the lands and given as public notice at the time of the sale. The Board may by resolution provide without fixing a minimum price, that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.

2. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.

3. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)

The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.

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R 7300.3 DISPOSITION OF PERSONAL PROPERTY

A. Definitions

1. "Personal property" means all Board of Education property other than real property as defined in Regulation 7300.2 and Federal property as defined in Regulation 7300.4.

2. "Excess property" means personal property that is no longer needed and is not required as a trade-in on a replacement purchase.

B. Master List of Excess Property

1. Upon request of the School Business Administrator/Board Secretary or designee, a Principal or other administrator will compile a list of excess property in a school district building or program at the close of a school year.

2. The School Business Administrator/Board Secretary will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.

3. A Principal or other administrator may request transfer of excess property by submitting a request to the School Business Administrator/Board Secretary.

4. An item transferred to another location in the school district will be removed from the district-wide list of excess property.

5. An item of personal property that has remained on the district-wide master list of excess property may be disposed of in accordance with Policy 7300 and this Regulation.

C. Disposal at Public Sale – N.J.S.A. 18A:18A-45

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.

1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.

2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

   Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.

4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elects, reoffer the property at public sale.

   As used herein, "estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to N.J.S.A. 18A:18A-45.

5. The Board may reject all bids if it determines such rejection to be in the public interest.

   a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.

   b. If it elects to reject all bids at a second public sale, pursuant to N.J.S.A. 18A:18A-45, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.

6. If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.

7. Notwithstanding the provisions of N.J.S.A. 18A:18A-45 and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

D. Discarding of Textbooks – N.J.S.A. 18A:34-3

1. Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.

2. In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.

3. The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.

E. Scrap and Waste Property

1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.

2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.

3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.

F. Board of Education Approval

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

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R 7300.4 DISPOSITION OF FEDERAL PROPERTY

A. Definitions

1. "Awarding agency" means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.

2. "Uniform Grant Guidance" means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.

3. "Federal property" means all equipment, supplies, or real property purchased with Federal grant funds.

4. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.

5. "Real property" means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.

6. "Supplies" means all tangible personal property other than those described in "Equipment", as defined in the Uniform Grant Guidance – 2 CFR Part 200.

7. "Federal property no longer needed" for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.

B. Periodic Review

1. The School Business Administrator/Board Secretary will compile a list of physical inventory of Federal property in the district. This physical inventory must be taken and the results reconciled with the property records at least once every two years.

2. A list of Federal property no longer needed will be periodically distributed to all school facilities in the district.

3. Any school may request to transfer Federal property to a currently or previously funded Federal project or arrange a shared-time use with other such projects.

4. Federal property no longer needed in the school district will be considered for disposition.

C. Disposition of Federal Property - Equipment

1. The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.

   a. If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal equipment with a current per-unit fair-market value in excess of $5,000 may be retained or sold by the school district. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2).

   b. Federal equipment no longer needed with a current per-unit fair-market value of $5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

2. If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.

D. Disposal of Federal Property – Supplies

1. Title to supplies will vest in the school district upon acquisition.

2. If there is a residual inventory of unused supplies exceeding $5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).

E. Disposal of Federal Property – Real Property

1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.

2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.

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7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than $50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

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8310 PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction. The Board designates the School Business Administrator/Board Secretary as the custodian of government records for the district.

Government Record or Record (N.J.S.A. 47:1A-1.1)

"Government records" or "records" pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees. Except as such records that may be exempted by law or this policy, a "government record" or "record" means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board meetings conducted in accordance with the Open Public Meetings Act will be preserved separately and will not be available for immediate public inspection. These minutes will be integrated with minutes of public meetings only after the matter discussed at the executive/closed session meeting has been made public.

A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims' records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.

Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of any most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions are examples of excluded government records.

Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination; information concerning individual student records; grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student; and all other information defined as not being a government record in N.J.S.A. 47:1A-1 et seq. are not government records.

Records of Investigation In Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined pertain to an investigation in progress by the Board and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

The custodian will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-1 et seq.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be $.05 per letter size page or smaller, and $.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c.

Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

A custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. Requests for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically. The custodian will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.

Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

The custodian will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

A custodian will post prominently in public view in the part of the office of the custodian that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the custodian, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances, shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1A-11.

Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. will be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

N.J.S.A. 10:4-14
N.J.S.A. 47:1A-1.1 et seq.

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Revised:

R 8310 PUBLIC RECORDS

A. Definitions (N.J.S.A. 47:1A-1.1)

"Board" means the Beverly City Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

"Public agency" or "agency" means any of the principal departments in the Executive Branch of State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department; the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch; and any independent State authority, commission, instrumentality, or agency. The terms also mean any political subdivision of the State or combination of political subdivisions, and any division, board, bureau, office, commission or other instrumentality within or created by a political subdivision of the State or combination of political subdivisions, and any independent authority, commission, instrumentality, or agency created by a political subdivision or combination of political subdivisions.

"Custodian of a government record" or "custodian" is the officer officially designated by formal action of the Board of Education.

B. Government Record or Record (N.J.S.A. 47:1A-1.1)

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.

2. A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

3. A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:

   a. Victims' records, except that a victim of a crime shall have access to the victim's own records;

b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;

c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;

d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;

e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;

f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;

g. Information that, if disclosed, would give an advantage to competitors or bidders;

h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed with the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;

i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;

j. Information that is to be kept confidential pursuant to court order;

k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private

person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;

l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;

m. Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination;

n. Information concerning student records or grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student; and

o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1.1.

C. Records of Investigation In Progress (N.J.S.A. 47:1A-3)

1. Notwithstanding the provisions of N.J.S.A 47:1A-1 et seq., where it appears the record or records which are sought to be inspected, copied, or examined shall pertain to an investigation in progress by the Board and/or administration:

a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and

b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.

2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.

D. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.

2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:

a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;

b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);

c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and

d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.

E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provisions of N.J.S.A. 47:1A-5.b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be $.05 per letter size page or smaller, and $.07 per legal size page or larger.

a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c. and E.2. below.

b. The calculation of actual costs shall be as follows:

(1) The custodian should contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copying materials such as paper and toner.

(2) The custodian should calculate or contact the copying company to determine the school district's annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.

(3) The custodian should contact the copying company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner should be able to copy).

(4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.

(5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume. This calculation can be averaged for all copy machines in the district that produce letter and legal copies.

(6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.

c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. and E.1. above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.

4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:

   a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;

   b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;

   c. Specific directions and procedures for requesting a record;

   d. A statement as to whether prepayment of fees or a deposit is required;

   e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;

   f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;

   g. Space for the custodian to list reasons if a request is denied in whole or in part;

h. Space for the requestor to sign and date the form; and

i. Space for the custodian to sign and date the form if the request is fulfilled or denied.

7. The custodian **[optional – may or will]** require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of $5.00 to reproduce.

8. Request for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically.

9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.

10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.

11. The custodian will sign and date the form and provide the requestor with a copy thereof.

12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.

13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.

14. If a request for access to a government record would substantially disrupt school district operations, the custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the district.

15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

    a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.

    b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.

    c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:

    a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or

b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).

2. The right to institute any proceeding under N.J.S.A. 47:1A-6 will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.

G. Government Records Council (N.J.S.A. 47:1A-7)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

H. Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

I. Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.

2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.

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8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.
N.J.S.A. 27:15-16
N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27
N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

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R 8600 STUDENT TRANSPORTATION

General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;

2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;

3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;

4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1;

5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and

6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

Hazardous Routes

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;

2. Traffic volume;

3. Average vehicle velocity;

4. Existence or absence of sufficient sidewalk space;

5. Roads and highways that are winding or have blind curves;

6. Roads and highways with steep inclines and declines;

7. Drop-offs that are in close proximity to a sidewalk;

8. Bridges or overpasses that must be crossed to reach the school;

9. Train tracks or trestles that must be crossed to reach the school; and

10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

Cooperative/Coordinated Transportation Services

A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.

B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.

C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.

E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

A. The School Business Administrator/Board Secretary shall

1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;

2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;

3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and

4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.

B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

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8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, and with their Individualized Education Program (IEP). The Board will provide transportation in accordance with N.J.A.C. 6A:27-5.1 as a related service for a student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1.

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1

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8740 BONDING

The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district moneys and property be bonded.

The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Moneys in accordance with the requirements of N.J.A.C. 6A:23A-16.4 and by the bonding of the Board Secretary in accordance with the requirements of N.J.S.A. 18A:17-6. If the district does not have a Treasurer of School Moneys, the Board will ensure surety bonds are obtained in accordance with the rules of the State Board of Education. All other employees may be covered under a blanket bond in an amount to be determined by the Board or as required by the rules of the State Board of Education.

The Board shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J. Consti., Art. 7, §1, 4
N.J.S.A. 18A:6-58; 18A:17-6; 18A:17-26; 18A:17-32
N.J.A.C. 6A:23A-16.4

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8820 OPENING EXERCISES/CEREMONIES

The Board of Education requires the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that students who have a conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given.

The Board of Education authorizes observance of Commodore John Barry Day as required by N.J.S.A. 18A:36-10 through 12 and appropriate exercises for the development of a higher spirit of patriotism on the last day of school preceding Washington's Birthday (also celebrated as President's Day), Decoration of Memorial Day, Columbus Day, and Veterans Day as required by N.J.S.A. 18A:36-13. In accordance with N.J.S.A. 18A:36-13.1, the district may conduct a course of exercises or instruction in accordance with the Core Curriculum Content Standards to observe holidays, including, but not limited to, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Thanksgiving Day, Arbor Day, and other holidays as determined by the Board of Education.

N.J.S.A. 18A:36-3; 18A:36-10; 18A:36-11; 18A:36-12; 18A:36-13; 18A:36-13.1

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8860 MEMORIALS

The Board of Education recognizes that each officer and employee is important to the school district and the community at large. The loss of any officer or employee of this Board by death is a loss that the Board and the school district will share with the community and memorialize in an appropriate manner.

The Superintendent shall recommend to the Board and the Board may approve appropriate recognition measures when the deceased Board officer or employee has especially distinguished his/her service to this school district.

The Superintendent may, in his/her discretion, grant an employee of the school district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.

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9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

Volunteers must be persons of known character, responsibility, and integrity.

The school district shall not be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of students.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;

2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;

3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;

4. Volunteers shall respect the individuality, dignity, and worth of each child;

5. Volunteers are not permitted access to student records;

6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;

7. Volunteers may consult with the Principal regarding their duties and responsibilities; and

8. Volunteers shall receive no financial remuneration from the Board.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

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9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, "volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Building Principal will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Building Principal will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;

2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;

3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;

4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each student;

5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;

6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential student matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;

7. Volunteer athletic coaches must consult with the Building Principal regarding any matters or questions regarding their duties and responsibilities;

8. Volunteer co-curricular activity advisors/assistants must consult with the Superintendent of designee regarding any matters or questions regarding their duties and responsibilities;

9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and

10. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

All school volunteer athletic coaches and co-curricular activity advisors/assistants must obtain a criminal history record check to be reimbursed by the Board and provide documentation that a Mantoux test has been administered.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 15 September 2010
Revised:

9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support parent organizations whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A parent organization may not organize students, sponsor school activities, or solicit money in the name of this school district or of any school in the district without the prior approval of the Superintendent or designee. Such approval must be sought by written application to the Superintendent or designee.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. Representatives of recognized parent organizations shall comply with all applicable Board policies.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, at will, whose actions are inimical to the interests of the school district and the students of this district.

Adopted: 15 September 2010
Revised:

9400 MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

The Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

The Superintendent or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must authorize the release of any image of district subjects, personnel, or students.

Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

Adopted: 15 September 2010
Revised:

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. 6A:9A-4 et seq; 6A:9A-5 et seq.; 6A:9B-7.1

Adopted: 15 September 2010
Revised:

17A

BEVERLY CITY SCHOOL DISTRICT

GRADE/TEACHER	STUDENT COUNT
PRE-K	
Ms. Scarperia	12
Ms. Foglio	13
Ms. Spratt	12
Ms. Murray	9
KINDERGARTEN	
Mrs. Shockley	10
Mrs. Dennis	9
Ms. Kehlenbeck	2
FIRST GRADE	
Mrs. Maldonado	14
Mrs. Vermes	15
Ms. Kehlenbeck	4
SECOND GRADE	
Mrs. Arruda	17
Ms. Balkovic	16
Ms. Kehlenbeck	2
THIRD GRADE	
Mrs. McCloskey	13
Ms. Genovesi	16
Mrs. Swal	1
FOURTH GRADE	
Mrs. Singer	21
Mrs. Swal	3
FIFTH GRADE HOMEROOM	
Ms. Gottlieb	30
Mrs. Swal	5
SIXTH GRADE HOMEROOM	
Mr. Knazek	22
Mr. Morrissey	5
SEVENTH GRADE HOMEROOM	
Mrs. Druding	24
Mr. Morrissey	2
EIGHTH GRADE HOMEROOM	
Mr. Dempster	20
Mrs. Torrillo	15
Mr. Morrissey	4
TOTAL COUNT	**316**

FEBRUARY Attendance Totals for BES in 2019-20
Residence District Code: all
Report 1003 as of 02/13/2020

17B

Grade	PTC	Total	Active	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	% NOT Tardy
01	01	33	32	576	568	8	17	32	31.556	98.611	97.049
01	20	1	1	18	18	0	0	1	1	100	100
02	02	33	33	594	583	11	9	33	32.389	98.148	98.485
02	20	2	2	36	35	1	0	2	1.944	97.222	100
03	03	31	29	527	514	13	5	29.278	28.556	97.533	99.051
03	20	1	1	18	18	0	4	1	1	100	77.778
04	04	24	23	414	402	12	6	23	22.333	97.101	98.551
04	20	1	1	18	18	0	0	1	1	100	100
05	05	36	35	635	624	11	10	35.278	34.667	98.268	98.425
06	06	25	25	450	444	6	6	25	24.667	98.667	98.667
06	20	2	2	36	35	1	0	2	1.944	97.222	100
07	07	25	24	437	433	4	6	24.278	24.056	99.085	98.627
07	20	2	2	36	36	0	0	2	2	100	100
08	08	37	37	666	657	9	11	37	36.5	98.649	98.348
08	20	3	2	41	38	3	0	2.278	2.111	92.683	100
3F	3F	17	17	306	302	4	9	17	16.778	98.693	97.059
4F	4F	29	28	504	492	12	12	28	27.333	97.619	97.619
KF	KF	25	22	406	397	9	5	22.556	22.056	97.783	98.768
TOTAL		**327**	**316**	**5,718**	**5,614**	**104**	**100**	317.667	311.889	98.181	98.251

Column header "TOTAL" represents total number of all Students throughout the reporting period who factor into the attendance totals.

Column header "ACTIVE" represents the total number of above mentioned students who are ACTIVE as of the last day of the reporting period.

District ADE: 317.667
District ADA: 311.889

17C

Nurse's Monthly Report

Date Range: 12/12/19- 1/12/2020

Student Visits: 221

Physicals Processed: 2

Health Screenings Performed: 120

Students Requiring Emergency Services (911): 0

Employee Visits: 9

Documented Contagious Illnesses: 0

Child Study Team Referrals Completed: Screenings completed per request: 0

Other:

- Reviewed immunization and physical exams for new/transfer students for school compliance
- Facilitated school health clinic visits and medication administration
- Entered pertinent medical needs into Genesis records system
- Medical planning for transfer students
- Secured medications for 19-20 school year
- Reviewed health forms for 19-20 school year
- Worked with local donors to provide Christmas donations to families of the Beverly school system
- Communicated with medical providers for students' care plans
- Facilitating "Save our Smiles" Fluoride Mouth Rinse Program
- Intake and organization of donated clothing for students
- Started Annual Health Screenings
- Completed Pre-K Influenza vaccination roster and sent to Burl. Co. Health Department
- Worked on Immunization Status report which is due Feb. 1st 2020

Prepared by Alyssa de la Pena, BSN, RN
Beverly City School Nurse

BEVERLY
CITY SCHOOL DISTRICT

Nurse's Monthly Report

Date Range: 1/12/2020- 2/12/2020

Student Visits: 367

Physicals Processed: 3

Health Screenings Performed: 57

Students Requiring Emergency Services (911): 0

Employee Visits: 14

Documented Contagious Illnesses: 3

Child Study Team Referrals Completed: Screenings completed per request: 0

Other:

- Reviewed immunization and physical exams for new/transfer students for school compliance
- Facilitated school health clinic visits and medication administration
- Entered pertinent medical needs into Genesis records system
- Medical planning for transfer students
- Secured medications for 19-20 school year
- Facilitating Safe Schools training program/ adding new staff for training
- Reviewed health forms for 19-20 school year
- Communicated with medical providers for students' care plans
- Facilitating "Save our Smiles" Fluoride Mouth Rinse Program
- Intake and organization of donated clothing for students
- Annual Health Screenings
- Pre-K Influenza vaccination roster updated and sent to Burl. Co. Health Department
- Immunization Status report completed and submitted to NJ Department of Health and Burl. Co. Health Department

Prepared by Alyssa de la Pena, BSN, RN
Beverly City School Nurse

17D

BEVERLY CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying
HIB CASE # 10

Ms. Kerri Lawler, Anti-Bullying Coordinator Ms. Chelsea Light, Anti-Bullying Specialist

Note that in order to protect the identities of students and in order to ensure confidentiality, student initials, rather than names, are used throughout this report.

SUMMARY OF ALLEGATIONS:
It was reported by the parent of JS that another student was bullying him at Family Dollar.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
The two students were in Family Dollar at the same time and had engaged in a conflict the day prior. The student in question was overheard telling his sibling, "If JS touches me, I will kick him."

__Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:

_x_ No, this case was determined to be non-HIB related or non-actionable HIB[1]

__ Results of the investigation were inconclusive

Signature of the Superintendent B Hewitt Date 1/9/2020

Board of Education Meeting Date February 20, 2020

[1]The Non-actionable HIB means a student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.

BEVERLY
CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying
HIB CASE # 12

Ms. Kerri Lawler, Anti-Bullying Coordinator Ms. Chelsea Light, Anti-Bullying Specialist

Note that in order to protect the identities of students and in order to ensure confidentiality, student initials, rather than names, are used throughout this report.

SUMMARY OF ALLEGATIONS:
It was reported by the parent of JG that a group of students bullied JG by making negative comments.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
JG denied that any students were making negative comments toward her.

__Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:

_x_ No, this case was determined to be non-HIB related or non-actionable HIB[1]

___Results of the investigation were inconclusive

Signature of the Superintendent E. Gaulka Date 1/22/2020

Board of Education Meeting Date 2/20/2020

[1]The Non-actionable HIB means a student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.

BEVERLY
CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying
HIB CASE # 13

Ms. Kerri Lawler, Anti-Bullying Coordinator Ms. Chelsea Light, Anti-Bullying Specialist

Note that in order to protect the identities of students and in order to ensure confidentiality, student initials, rather than names, are used throughout this report.

SUMMARY OF ALLEGATIONS:
It was reported that BD called JD "gay" and a "smelly mess."

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
It was overheard by a teacher and confirmed by BD and JD that those comments were made.

_x_Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:
BD served two days of out of school suspension.

__ No, this case was determined to be non-HIB related or non-actionable HIB[1]

___Results of the investigation were inconclusive

Signature of the Superintendent E. Gleason Date 1/22/2020

Board of Education Meeting Date 2/20/2020

[1]The Non-actionable HIB means a student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.

BEVERLY
CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying
HIB CASE # 14

Ms. Kerri Lawler, Anti-Bullying Coordinator Ms. Chelsea Light, Anti-Bullying Specialist

Note that in order to protect the identities of students and in order to ensure confidentiality, student initials, rather than names, are used throughout this report.

SUMMARY OF ALLEGATIONS:
It was reported that TM was pushed by a group of peers on the playground, then had a physical encounter with two more peers in the cafeteria.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
All accounts from accused students and witnesses, both staff and student, describe a back and forth conflict between the students beginning with TM pushing his peers. The group of students in question did admit to pushing TM, only after he had initiated contact with other students. This account was supported by witness statements. As for the encounter in the cafeteria, TM and JS were jockeying for the same spot in line and pushed one another. The second student in question, NT, allowed JS to cut in line. Neither JS nor NT had any involvement with TM on the playground.

__Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:

_x_ No, this case was determined to be non-HIB related or non-actionable HIB[1]

__Results of the investigation were inconclusive

Signature of the Superintendent E. Graubbe Date 1/27/2020

Board of Education Meeting Date Feb. 20, 2020

[1]The Non-actionable HIB means a student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.