



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School

7:00 PM

February 13, 2019

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 9, 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

3. Pledge of Allegiance

4. Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		

5. President opens meeting

6. Board Member Comments on the Agenda

7. Public Comment on Agenda Items Only

8. Student Recognition:

- Lindsay Madrid-Polanco – Learner to Leader
- Keyla Martel – Upstander 5-8
- Heaven Wescott-Varela – Upstander K-4

9. MOTION: To approve the minutes for the Regular meeting on December 19, 2018 and January 9, 2019.

Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		



MONTHLY FINANCIALS/CONTRACTS:

10. 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: To accept the financial Report of the Secretary for the month ending November 2018: Balance on hand \$3,926,133.13

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 November 2018, 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 2018, 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 2018: Balance on hand \$3,943,348.26

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 2018, 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 2018, 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 2018.

D. MOTION: To accept the financial report of the Treasurer of School Monies ending December 2018.

E. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of November 2018.

F. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of December 2018.

G. MOTION: To approve the purchase orders in the amount of \$66,129.84 for the month of January 2019.

H. MOTION: To approve the purchase orders in the amount of \$30,006.02 for the month of February 2019.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$273,583.38 for the month of January 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.

J. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$271,960.45 for the month of February 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.

K. MOTION: To approve the gross payroll wages for the pay period ending December 15, 2018 in the amount of \$161,967.71 and for the pay period ending December 31, 2018 in the amount of \$160,080.18 in the total amount of \$322,047.89 for the month of December 2018.



L. MOTION: To approve the gross payroll wages for the pay period ending January 15, 2019 in the amount of \$159,721.98 and for the pay period ending January 31, 2019 in the amount of \$162,554.11 in the total amount of \$322,276.09 for the month of January 2019.

Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		

FINANCIALS/CONTRACTS:

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.

MOTION: To approve the following 2018-2019 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCSSSD	1	\$38,600.00	9/1/2018-6/30/2018	One to One Aide	\$38,600.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Handle With Care license and contract in the amount of \$625.00 effective February 14, 2019 to August 31, 2019.

C.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.

Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		

PERSONNEL:

12. Consent Agenda:

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.

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 2019.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Justin Dollard as Investigator/Security Officer/Summer Custodian at the salary of \$60,000.00, no benefits, retroactive February 6, 2019 for the 2018-2019 school year.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Stacey Atkinson, Board Vice President.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Jennifer Richards as a long term sub for a maternity leave position retroactive February 12, 2019 at the rate of \$200.00 per diem.

Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		

PROFESSIONAL DEVELOPMENT:

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 professional development for Caitlin Stone to attend the School-Based SLPs: A Language Processing Disorder-What It Is and How to Treat It, in Mt. Laurel, NJ on March 18, 2019 in the total amount of \$269.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the professional development for Lori Genovesi and Anneliese McCloskey to attend the Conferring with Readers and Writers Webinars on March 5, 12, 19, and April 9, 2019 in the total amount of \$199.00.

Roll Call

Stacey Atkinson		Dominique Turner	
Barbara Kelly		Heather Young	
Donato Marable		Richard Wolbert	
Michael Stewart			

FIELD TRIP:

14. Consent Agenda:

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

A. MOTION: BE IT RESOLVED, that the Board of Education approve the field trip request for Brittney Kelley, Kathy Tipton, and Glenn Dempster to attend The Franklin Institute in Philadelphia, PA on May 22, 2019 for 38 students and 3 chaperones, paid from the District in the total amount of \$1,159.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Laurel Transportation to provide transportation to The Franklin Institute on May 22, 2019 in the total amount of \$375.00.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the field trip request for Brittney Kelley and Kathy Tipton to attend the 2019 Teen Arts Festival, at Rowan College at Burlington County, Mt. Laurel, NJ on March 13, 2019 for 15 students and 2 chaperones, in the total amount of \$150.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Laurel Bus to provide transportation 1 way from the Teen Arts Festival on March 13, 2019 in the total amount of \$225.00.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the field trip request for Melanie Kranz and Kerri Lawler to attend the Spirit of Philadelphia on June 18, 2019 for 30 students and 10 chaperones, field trip is being fundraised.

F. 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 18, 2019.

Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		

CURRICULUM & INSTRUCTION:

15. Consent Agenda:

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.

A.MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the 2019-2020 Preschool Plan & Budget.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the SSDS Data Collection for Period 1 (September 1, 2018 – December 31, 2018).

C. MOTION: BE IT RESOLVED, that the Board of Education approve Jill Antoniello to present Literacy Workshop on March 25, 2019 in the amount of \$1,000.00.

D.MOTION: BE IT RESOLVED, that the Board of Education approve the Extended School Year Program beginning July 1, 2019 through August 5, 2019. PreK-7th grade, Monday through Thursday, 8:30 AM – 12:30 PM.

Roll Call

Stacey Atkinson	_____	Dominique Turner	_____
Barbara Kelly	_____	Heather Young	_____
Donato Marable	_____	Richard Wolbert	_____
Michael Stewart	_____		

16. Old Business – Mission Statement

17. New Business – a. Board Representative for Palmyra Board of Education

b. Strauss Esmay Policy

18. Superintendent's Report

A. Enrollment Report

B. Attendance Report

C. Nurse' Report

D. Discipline Report

E. H.I.B. Incidents:

 2 incidents reported: 2 were confirmed bullying, determined to be non-HIB related or non-actionable HIB, and inconclusive.

F. Drills:

- Fire Drill – January 4, 2019 – 1:59 PM – 5 minutes 25 seconds
- Shelter In Place – January 7, 2019– 10:20 AM
- Fire Drill – February 8, 2019 – 2:21 PM – 3 minutes 50 seconds
- Lockdown Drill – February 12, 2019 – 10:24 AM

19. Correspondence

20. Board Comments

21. Public Comments

22. Adjournment





BEVERLY CITY BOARD OF EDUCATION

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Beverly, New Jersey 08010
www.beverlycityschool.org

9

REGULAR MEETING

Beverly City School
December 19, 2018

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 December 9, 2018. A copy was also submitted to the Beverly Post Office.

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2. The Pledge of Allegiance was led by Richard Wolbert.



3. Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Present
K. Lee Dixon	Present	Richard Wolbert	Present
Barbara Kelly	Absent		
Donato Marable	Present		

4. Mr. Richard Wolbert, Board President opened the meeting.

Ms. Giacobbe, Superintendent of Schools and Dr. Savage, Staff Accountant/Board Secretary were also present.

There were twenty four (24) member of the public present at 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

Ms. Esaia, 605 Lee Avenue, Beverly, NJ, asked why agenda item 11.C. was not posted. Ms. Giacobbe informed her that under attorney's advice the position did not need to be posted.

7. Student Recognition:

- Cody Harmon – Upstander K-4
- Saraphina Joseph – Upstander 5-8
- Isaiah Phillips – Learner to Leader
- Summer Taylor – (November Upstander)

8. A motion was made by K. Lee Dixon and seconded by Mary Wolbert to approve the minutes for the Regular meeting on November 14, 2018.

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		
Donato Marable	Absent		

MONTHLY FINANCIALS/CONTRACTS:

9. Consent Agenda:



A motion was made by Mary Wolbert and seconded by Donato Marable 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 2018: Balance on hand \$1,096,792.87

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 October 2018, 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 2018, 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 2018.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of October 2018.

D. MOTION: To approve the purchase orders in the amount of \$116,110.03 for the month of December 2018.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$297,950.66 for the month of December 2018 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, 2018 in the amount of \$159,484.60 and for the pay period ending November 30, 2018 in the amount of \$154,639.56 in the total amount of \$314,124.16 for the month of November 2018.

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative, abstained Item E	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		

FINANCIALS/CONTRACTS:

10. Consent Agenda:

A motion was made by Mary Wolbert and seconded by K. Lee Dixon 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 2017-2018 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, 2019 through December 31, 2019.

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		



PERSONNEL:

11. Consent Agenda:

A motion was made by K. Lee Dixon 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.

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 January 2019.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Meryl Gill, Director of Pupil Services, effective January 1, 2019.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Carly Fanslau, Part-Time Director of Pupil Services, at the salary of \$40,000.00 (prorated), effective January 1, 2019.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Donna Butler and Brittney Kelley as Yearbook Club stipend position for the 2018-2019 school year in the amount of \$1,173.00, Tier 2.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Karen Spratt and Lisa Scarperia as STEAM Club stipend position for the 2018-2019 school year in the amount of \$39.26 per hour, Tier 4.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the creation of the following new position which will be represented by the BEA:

Bus Driver/Paraprofessional

G. MOTION: BE IT RESOLVED, that the Board of Education approve to appoint Edward Carragher as Bus Driver/Paraprofessional at the prorated salary of \$35,000.00, retro December 1, 2018 for the 2018-2019 school year.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the FMLA for Nicole Vermes, tentative date of March 4, 2018 to June 7, 2018.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Jose Ortiz, as a sub bus drive, \$20.00 per hour, retroactive November 29, 2018, as needed.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Maurese Chandler, Paraprofessional, Step #8, at the rate of \$15.06 per hour effective December 20, 2018 for the 2018-2019 school year, as needed.



Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

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

A.MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Chelsea Light to attend the Resources for School Psychologists Workshop in Mullica Hill, NJ on January 10, 2019, in the total amount of \$139.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Angela Best to attend the Engineering Workshop at Rider University on January 25, 2019, there will be no charge to the district.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Kathy Tipton to attend the 101 Strategies to Strengthen Your Physical Education Program in Cherry Hill, NJ on February 5, 2019, in the total amount of \$259.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Dorothy Foglio and Lisa Scarperia to attend the PreK Conference in Atlantic City, NJ on February 25, 2019, in the amount of \$244.00 each in the total amount of \$488.00.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Karen Spratt to attend the PreK Conference in Atlantic City, NJ on February 26, 2019, in the total amount of \$244.00.

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		



CURRICULUM & INSTRUCTION:

13. A motion was made by K. Lee Dixon and seconded by Mary Wolbert: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe's Merit Goals for the 2018-2019 school year:

-Quantitative #1:

Increase scores on STAR Math Assessment in Grades 3-8

-Quantitative #2:

Increase scores on edConnect Math Assessment in Grades K-2

-Quantitative #3:

80% of Faculty will achieve 3.0 or better on student growth objective

-Qualitative #1:

Decrease chronic absenteeism

-Qualitative #2:

Enhance and improve PreK program

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		

14. Old Business

There was no old business at this time.

15. New Business:

There was no new business at this time.

16. Superintendent's Report

A. Enrollment Report: 307

B. Attendance Report

The report was included for review by the Board of Education.

C. Nurse's Report

The report was included for review by the Board of Education.

D. Discipline Report

The report was included for review by the Board of Education.

E. H.I.B. Incidents:

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

F. Drills:

Lockdown Drill – November 21, 2018 – 9:02 AM

Fire Drill – December 3, 2018 – 12:11 PM – 3 minutes 15 seconds

Shelter In Place – December 18, 2018 – 9:31 AM

17. Correspondence

There was a thank you letter regarding the reading program that was recently held. Additionally, the public library will be having a music program in January 2019.

18. Board Comments

There were no board comments.

19. Public Comments

The open to the public comment portion of the meeting began at 6:28 p.m. and closed at 6:33 p.m.

Mr. Stewart, 408 Laurel Street, Beverly, NJ asked about the election results and the training requirements for the para position. Dr. Savage gave an overview of the election results noting that the District is still waiting for the official election results with the backup details. It was further noted that the para position does not need special training and is a classroom assistant.

A motion was made by K. Lee Dixon and seconded by Mary Wolbert to approve the following resolution to enter executive session:

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 7:15 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

Residency Hearing;

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

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		

A motion was made by K. Lee Dixon and seconded by Donato Marable to accept the resignation of Charles Giambrone. The Board of Education approved a paid leave until February 15, 2019.

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		

20. Adjournment

A motion was made by K. Lee Dixon and seconded by Donato Marable to adjourn the Board of Education Meeting at 7:18 p.m.

Roll Call

Stacey Atkinson	Absent	Mary Wolbert	Affirmative
K. Lee Dixon	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Absent		
Donato Marable	Affirmative		

Respectfully submitted:

Brian F. Savage

Staff Accountant/Board Secretary



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Beverly, New Jersey 08010
www.beverlycityschool.org

RE-ORGANIZATION/REGULAR MEETING

Beverly City School
January 9, 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 Secretary Brian F. Savage 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 December 9, 2018. 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 administered the oath for member of the Beverly City Board of Education:

Donato Marable
Michael Stewart
Heather Young





Roll Call

Stacey Atkinson	Present	Heather Young	Present
Barbara Kelly	Present	Richard Wolbert	Present
Donato Marable	Present		
Michael Stewart	Present		

3. Pledge of Allegiance

Dr. Savage led the Pledge of Allegiance.

4. The Secretary to serve as chairman for the election of officers.

The Board Secretary called for nominations for President.

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

Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

5. 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.

Stacey Atkinson nominated Barbara Kelly for Vice President of the Board of Education. Michael Stewart seconded and the motion carried on a roll call vote:

Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

New officers assumed their office immediately.



9. Richard Wolbert, Board President opened the meeting.

10. Board Member Comments on the Agenda

There were no Board of Education comments on the agenda.

11. Ethics Training

Mr. David Rubin, School Attorney, presented the school board ethics training utilizing a PowerPoint presentation. All board members were present including future board member Dominique Turner. This presentation was done in the public portion of the meeting.

12. Public Comment on Agenda Items Only

There were no Public Comments on the agenda.

RE-ORGANIZATION:

13. Consent Agenda:

A motion was made by Stacey Atkinson and seconded by Michael Stewart to approve the following action items A through L which were considered under consent agenda.

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 2019.

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:

Beneficial 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 Signatories:

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. XXXXXX340 School Activity Account

Dr. Brian F. Savage – Board Secretary

Dr. Elizabeth Giacobbe – Superintendent

Acct No. XXXXXX357 Payroll Account

Dr. Brian F. Savage – Board Secretary

Pablo D. Canela – Treasurer of School Monies

Acct No. XXXXXX365 Agency Account

Dr. Brian F. Savage – Board Secretary

Pablo D. Canela – Treasurer of School Monies

Acct No. XXXXXX373 General Account

Dr. Brian F. Savage – Board Secretary

Pablo D. Canela – Treasurer of School Monies

Richard Wolbert – Board President

Acct No. XXXXXX390 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.

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 Richard Wolbert be named delegate and that Barbara Kelly be named alternate to the New Jersey School Boards Association and legislative representative for the calendar year 2019.

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:

2019

- February 13, 2019
- March 13, 2019
- April 17, 2019
- May 8, 2019
- June 26, 2019
- July 17, 2019
- August 21, 2019
- September 18, 2019



- October 16, 2019
- November 20, 2019
- December 18, 2019

2020

- January 9, 2020

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

2019 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

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 2018-2019 school year.



Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

PERSONNEL:

14. Consent Agenda:

A motion was made by Barbara Kelly 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.

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 2019.

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 Briana McGuckin, BA +15, Step #4, at the salary of \$50,851.00 retroactive January 1, 2019.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Dennis Leigh, BA 30, Step #7, at the salary of \$53,364.00 retroactive September 16, 2018.

Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

CURRICULUM & INSTRUCTION:

15. A motion was made by Stacey Atkinson and seconded by Barbara Kelly: BE IT RESOLVED, that the Board of Education approve to apply for the New Jersey Department of Education's reallocated excess Title I, Part A funds in the amount of \$9,440.00 for Social Emotional Learning (SEL) ESEA 4107 initiatives to support low-income students and improve climate, safety, disciplinary outcomes, civic attitudes, and behaviors.



Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

PROFESSIONAL DEVELOPMENT:

16. A motion was made by Stacey Atkinson and seconded by Barbara Kelly: BE IT RESOLVED, that the Board of Education approve the Professional Development for Karen Spratt to attend the Third Annual Early Childhood Summit Workshop in Monroe Township, NJ on February 11, 2019, in the total amount of \$145.00.

Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

17. Old Business

The District's Mission Statement will be reviewed and approved at the February Meeting.

18. New Business

There was no new business for the month.

19. Correspondence

There was no correspondence for the month.

20. Board Comments

Stacey Atkinson welcomed the new Board Members.

21. Public Comments

The open to the public comment portion of the meeting began at 7:10 p.m. and closed at 7:12 p.m.



Ms. Esaia, 605 Lee Avenue, Beverly New Jersey, asked about the purchase of the property the Board of Education was looking to purchase. Mr. Wolbert informed the public that the property has sold with a private purchase and the District did not purchase the house. The Board of Education will continue to look for property in town.

22. Adjournment

A motion was made by Barbara Kelly and seconded by Donato Marable to adjourn the Board of Education Meeting at 7:12 p.m.

Roll Call

Stacey Atkinson	Affirmative	Heather Young	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		
Michael Stewart	Affirmative		

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary



12/4 9:36am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 5 Month Period Ending 11/30/2018

10A

 ASSETS AND RESOURCES

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

101	Cash in bank		\$2,154,816.21
102-107	Cash and cash equivalents		\$500.00
116	Capital reserve Account		\$181,976.00
	Accounts receivable:		
132	Interfund	\$365,303.23	
141	Intergovernmental - State	\$207,127.21	
143	Intergovernmental - Other	\$26,911.00	
			\$599,341.44

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

301	Estimated Revenues	\$6,612,354.00	
302	Less Revenues	(\$2,375,870.45)	
			\$4,236,483.55

Total assets and resources \$7,173,117.20

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 5 Month Period Ending 11/30/2018

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 LIABILITIES AND FUND EQUITY
 =====

--- LIABILITIES ---

Other current liabilities	\$18,521.00
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TOTAL LIABILITIES	\$18,521.00
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FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year	\$4,314,214.48
	Reserved fund balance:	

760	Reserved Fund Balance	\$392,738.95
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601	Appropriations	\$7,214,885.00
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602	Less : Expenditures	\$1,981,701.79	
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603	Encumbrances	\$4,314,214.48	(\$6,295,916.27)
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	\$918,968.73
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Total Appropriated	\$5,625,922.16
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--- Unappropriated ---

770	Unreserved Fund Balance -	\$2,131,205.04
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303	Budgeted Fund Balance	(\$602,531.00)
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TOTAL FUND BALANCE	\$7,154,596.20
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TOTAL LIABILITIES AND FUND EQUITY	\$7,173,117.20
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Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 5 Month Period Ending 11/30/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$7,214,885.00	\$6,295,916.27	\$918,968.73
Revenues	(\$6,612,354.00)	(\$2,375,870.45)	(\$4,236,483.55)
	\$602,531.00	\$3,920,045.82	(\$3,317,514.82)
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$602,531.00	\$3,920,045.82	(\$3,317,514.82)
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$602,531.00	\$3,920,045.82	(\$3,317,514.82)
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	\$602,531.00	\$3,920,045.82	(\$3,317,514.82)
	=====	=====	=====

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 5 Month Period Ending 11/30/2018

		BUDGETED	ACTUAL TO	NOTE: OVER	UNREALIZED
		ESTIMATED	DATE	OR (UNDER)	BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$2,904,839.00	\$1,517,788.83		\$1,387,050.17
3XXX	From State Sources	\$3,690,680.00	\$836,430.25		\$2,854,249.75
4XXX	From Federal Sources	\$16,835.00	\$21,651.37		(\$4,816.37)
TOTAL REVENUE/SOURCES OF FUNDS		\$6,612,354.00	\$2,375,870.45		\$4,236,483.55
		=====	=====	=====	=====
					AVAILABLE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,601,934.00	\$445,949.73	\$1,076,458.24	\$79,526.03
11-2XX-100-XXX	Special Education - Instruction	\$352,109.00	\$168,100.52	\$181,679.77	\$2,328.71
11-230-100-XXX	Basic Skills - Remedial Instruction	\$67,806.00	\$24,929.68	\$42,860.32	\$16.00
11-240-100-XXX	Bilingual Education - Instruction	\$56,575.00	\$16,972.20	\$39,602.80	\$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$13,000.00	\$843.00	\$9,215.00	\$2,942.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$8,500.00	\$1,680.12	\$5,340.06	\$1,479.82
11-4XX-100-XXX	Other Instrc. Programs - Instruction	\$1.00	\$0.00	\$1.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$1,549,856.00	\$300,969.71	\$958,625.19	\$290,261.10
11-000-211-XXX	Attendance and Social Work Services	\$34,605.00	\$17,017.71	\$17,143.40	\$443.89
11-000-213-XXX	Health Services	\$142,581.00	\$40,434.07	\$100,930.10	\$1,216.83
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$95,009.00	\$29,761.02	\$64,581.53	\$666.45
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$20,163.00	\$0.00	\$14,063.00	\$6,100.00
11-000-218-XXX	Guidance	\$21,525.00	\$8,761.22	\$9,263.78	\$3,500.00
11-000-219-XXX	Child Study Teams	\$330,883.00	\$67,744.78	\$193,072.50	\$70,065.72
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$258,777.00	\$92,702.78	\$164,689.22	\$1,385.00
11-000-222-XXX	Educational Media Serv/School Library	\$10,620.00	\$6,196.97	\$3,200.00	\$1,223.03
11-000-223-XXX	Instructional Staff Training Services	\$19,000.00	\$8,031.69	\$3,509.20	\$7,459.11
11-000-230-XXX	Supp. Serv.-General Administration	\$224,981.00	\$85,986.43	\$102,371.92	\$36,622.65
11-000-240-XXX	Supp. Serv.-School Administration	\$24,452.00	\$14,429.82	\$9,883.08	\$139.10
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$207,303.00	\$65,728.53	\$116,531.33	\$25,043.14
11-000-261-XXX	Require Maint. for School Facilities	\$114,500.00	\$25,971.87	\$13,486.23	\$75,041.90
11-000-262-XXX	Custodial Services	\$387,321.00	\$94,669.29	\$162,525.24	\$130,126.47
11-000-266-XXX	Security	\$44,500.00	\$5,270.00	\$39,160.00	\$70.00
11-000-270-XXX	Student Transportation Services	\$372,048.00	\$82,786.68	\$185,111.64	\$104,149.68
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$1,166,636.00	\$375,644.97	\$717,400.93	\$73,590.10
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$7,124,685.00	\$1,980,582.79	\$4,230,705.48	\$913,396.73
		=====	=====	=====	=====

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 5 Month Period Ending 11/30/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$89,000.00	\$0.00	\$83,509.00	\$5,491.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,200.00	\$1,119.00	.00	\$81.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$90,200.00	\$1,119.00	\$83,509.00	\$5,572.00
TOTAL GENERAL FUND EXPENDITURES	\$7,214,885.00	\$1,981,701.79	\$4,314,214.48	\$918,968.73

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 5 Month Period Ending 11/30/2018

	ESTIMATED	ACTUAL	UNREALIZED
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--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$2,902,839.00	\$1,421,039.24	\$1,481,799.76
1XXX Miscellaneous	\$2,000.00	\$96,749.59	(\$94,749.59)
TOTAL	\$2,904,839.00	\$1,517,788.83	\$1,387,050.17
	=====	=====	=====
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$193,173.00	\$193,173.00	.00
3131 Extraordinary Aid	\$10,000.00	\$48,592.00	(\$38,592.00)
3132 Categorical Special Education Aid	\$182,606.00	\$182,606.00	.00
3176 Equalization	\$2,420,975.00	.00	\$2,420,975.00
3177 Categorical Security	\$105,269.00	\$105,269.00	.00
3178 Adjustment Aid	\$778,657.00	\$282,811.00	\$495,846.00
3190 Other Unrestricted State Aid		\$15,279.25	(\$15,279.25)
3XXX Other State Aids	\$0.00	\$8,700.00	(\$8,700.00)
TOTAL	\$3,690,680.00	\$836,430.25	\$2,854,249.75
	=====	=====	=====
--- FEDERAL SOURCES ---			
4200 Medicaid Reimbursement	\$16,835.00	\$6,019.79	\$10,815.21
4XXX Other Federal Aids	\$0.00	\$15,631.58	(\$15,631.58)
TOTAL	\$16,835.00	\$21,651.37	(\$4,816.37)
	=====	=====	=====
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$6,612,354.00	\$2,375,870.45	\$4,236,483.55
	=====	=====	=====

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 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$153,731.00	\$43,999.82	\$109,731.18	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$684,570.00	\$174,540.21	\$510,029.79	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$365,708.00	\$90,891.06	\$274,816.94	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$5,000.00	\$0.00
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	\$166,628.00	\$54,003.89	\$112,624.11	.00
11-190-100-320 Purchased Prof.-Ed. Services	\$4,997.00	\$1,200.00	\$3,600.00	\$197.00
11-190-100-340 Purchased Technical Services	\$50,000.00	\$25,987.99	\$23,722.35	\$289.66
11-190-100-500 Other Purch. Serv. (400-500 series)	\$38,500.00	\$12,001.20	\$26,498.80	.00
11-190-100-610 General Supplies	\$63,800.00	\$30,948.21	\$10,435.07	\$22,416.72
11-190-100-640 Textbooks	\$60,000.00	\$11,423.98	.00	\$48,576.02
11-190-100-800 Other Objects	\$6,000.00	\$953.37	.00	\$5,046.63
TOTAL	\$1,601,934.00	\$445,949.73	\$1,076,458.24	\$79,526.03
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$123,988.00	\$86,419.40	\$37,303.60	\$265.00
11-204-100-106 Other Salaries for Instruction	\$35,000.00	\$25,935.17	\$9,064.83	.00
11-204-100-610 General Supplies	\$900.00	.00	.00	\$900.00
TOTAL	\$159,888.00	\$112,354.57	\$46,368.43	\$1,165.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$190,221.00	\$55,520.10	\$134,700.90	\$0.00
11-213-100-610 General supplies	\$2,000.00	\$225.85	\$610.44	\$1,163.71
TOTAL	\$192,221.00	\$55,745.95	\$135,311.34	\$1,163.71
TOTAL SPECIAL ED - INSTRUCTION	\$352,109.00	\$168,100.52	\$181,679.77	\$2,328.71
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$67,806.00	\$24,929.68	\$42,860.32	\$16.00
TOTAL	\$67,806.00	\$24,929.68	\$42,860.32	\$16.00
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$56,575.00	\$16,972.20	\$39,602.80	\$0.00
TOTAL	\$56,575.00	\$16,972.20	\$39,602.80	\$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$10,000.00	\$785.00	\$9,215.00	.00
11-401-100-500 Purchased Services (300-500 series)	\$2,900.00	.00	.00	\$2,900.00
11-401-100-800 Other Objects	\$100.00	\$58.00	.00	\$42.00
TOTAL	\$13,000.00	\$843.00	\$9,215.00	\$2,942.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$4,500.00	.00	\$4,500.00	.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-600 Supplies and Materials	\$4,000.00	\$1,680.12	\$840.06	\$1,479.82
TOTAL	\$8,500.00	\$1,680.12	\$5,340.06	\$1,479.82
--- Other Instructional programs-Instruction ---				
11-403-100-100 Salaries	\$1.00	.00	\$1.00	.00
TOTAL	\$1.00	\$0.00	\$1.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$283,569.00	\$108,481.59	\$174,774.10	\$313.31
11-000-100-562 Tuition to Other LEAs within State Special	\$240,783.00	\$73,378.12	\$115,573.69	\$51,831.19
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$161,940.00	\$69,290.00	\$69,290.00	\$23,360.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$621,266.00	\$5,100.00	\$464,283.00	\$151,883.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$206,833.00	\$44,720.00	\$99,239.40	\$62,873.60
11-000-100-568 Tuition - State Facilities	\$35,465.00	.00	\$35,465.00	.00
TOTAL	\$1,549,856.00	\$300,969.71	\$958,625.19	\$290,261.10
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$32,605.00	\$15,461.60	\$17,143.40	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$2,000.00	\$1,556.11	.00	\$443.89
TOTAL	\$34,605.00	\$17,017.71	\$17,143.40	\$443.89
--- Health services ---				
11-000-213-100 Salaries	\$78,881.00	\$25,143.10	\$53,737.90	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$61,710.00	\$14,806.25	\$46,902.50	\$1.25
11-000-213-600 Supplies and Materials	\$1,490.00	\$399.72	\$289.70	\$800.58
11-000-213-800 Other Objects	\$500.00	\$85.00	.00	\$415.00
TOTAL	\$142,581.00	\$40,434.07	\$100,930.10	\$1,216.83
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$61,109.00	\$18,332.70	\$42,776.30	.00
11-000-216-320 Purchased Prof. Ed. Services	\$32,900.00	\$10,978.50	\$21,805.23	\$116.27
11-000-216-600 Supplies and Materials	\$1,000.00	\$449.82	.00	\$550.18
TOTAL	\$95,009.00	\$29,761.02	\$64,581.53	\$666.45
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$14,063.00	.00	\$14,063.00	.00
11-000-217-320 Purchased Prof. Ed. Services	\$6,100.00	.00	.00	\$6,100.00
TOTAL	\$20,163.00	\$0.00	\$14,063.00	\$6,100.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	\$18,025.00	\$8,761.22	\$9,263.78	.00
11-000-218-320 Purchased Prof. - Ed. Services	\$3,500.00	.00	.00	\$3,500.00
TOTAL	\$21,525.00	\$8,761.22	\$9,263.78	\$3,500.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$237,230.00	\$57,411.50	\$173,168.50	\$6,650.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$22,773.00	\$9,572.72	\$13,200.28	.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-320 Purchased Prof. - Ed. Services	\$58,000.00	.00	\$6,375.00	\$51,625.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$8,300.00	\$474.68	\$191.02	\$7,634.30
11-000-219-600 Supplies and Materials	\$2,800.00	\$285.88	\$137.70	\$2,376.42
11-000-219-800 Other Objects	\$1,780.00	.00	.00	\$1,780.00
TOTAL	\$330,883.00	\$67,744.78	\$193,072.50	\$70,065.72
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$239,677.00	\$81,755.78	\$157,921.22	.00
11-000-221-104 Salaries Other Prof. Staff	\$8,000.00	\$4,721.30	\$3,278.70	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$2,500.00	\$1,577.00	\$923.00	.00
11-000-221-11X Other Salaries	\$6,000.00	\$3,433.70	\$2,566.30	.00
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$1,215.00	\$1,215.00	.00	.00
11-000-221-600 Supplies and Materials	\$1,385.00	.00	.00	\$1,385.00
TOTAL	\$258,777.00	\$92,702.78	\$164,689.22	\$1,385.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$4,000.00	\$800.00	\$3,200.00	.00
11-000-222-600 Supplies and Materials	\$5,500.00	\$4,283.97	.00	\$1,216.03
11-000-222-800 Other Objects	\$1,120.00	\$1,113.00	.00	\$7.00
TOTAL	\$10,620.00	\$6,196.97	\$3,200.00	\$1,223.03
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$890.00	.00	.00	\$890.00
11-000-223-500 Other Purchased Services (400-500 series)	\$18,110.00	\$8,031.69	\$3,509.20	\$6,569.11
TOTAL	\$19,000.00	\$8,031.69	\$3,509.20	\$7,459.11
--- Support services-general administration ---				
11-000-230-100 Salaries	\$150,981.00	\$59,813.65	\$91,167.35	\$0.00
11-000-230-331 Legal Services	\$27,000.00	\$3,873.00	.00	\$23,127.00
11-000-230-332 Audit Fees	\$20,250.00	\$13,500.00	\$6,750.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$1,750.00	.00	.00	\$1,750.00
11-000-230-340 Purchased Tech. Services	\$2,000.00	\$1,724.00	.00	\$276.00
11-000-230-530 Communications/Telephone	\$3,000.00	\$1,790.73	\$1,021.27	\$188.00
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	\$1,031.22	\$0.00	\$3,968.78
11-000-230-610 General Supplies	\$4,000.00	\$1,853.83	\$419.30	\$1,726.87
11-000-230-890 Misc. Expenditures	\$3,000.00	\$485.00	.00	\$2,515.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$1,915.00	\$3,014.00	\$2,071.00
TOTAL	\$224,981.00	\$85,986.43	\$102,371.92	\$36,622.65
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	\$19,622.00	\$9,738.92	\$9,883.08	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	\$700.00	\$700.00	.00	.00
11-000-240-600 Supplies and Materials	\$3,630.00	\$3,490.90	.00	\$139.10
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$24,452.00	\$14,429.82	\$9,883.08	\$139.10
--- Central Services ---				
11-000-251-100 Salaries	\$175,103.00	\$59,358.92	\$115,744.08	.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-251-340 Purchased Technical Services	\$9,000.00	\$562.32	\$787.25	\$7,650.43
11-000-251-592 Misc Pur Serv (400-500 seriass)	\$4,000.00	.00	.00	\$4,000.00
11-000-251-600 Supplies and Materials	\$4,000.00	\$1,629.29	.00	\$2,370.71
11-000-251-89X Other Objects	\$3,200.00	.00	.00	\$3,200.00
TOTAL	\$195,303.00	\$61,550.53	\$116,531.33	\$17,221.14
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$12,000.00	\$4,178.00	.00	\$7,822.00
TOTAL	\$12,000.00	\$4,178.00	\$0.00	\$7,822.00
TOTAL Cent. Svcs. & Admin IT	\$207,303.00	\$65,728.53	\$116,531.33	\$25,043.14
--- Required Maint.for School Facilities ---				
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$79,500.00	\$9,635.03	\$1,579.54	\$68,285.43
11-000-261-610 General Supplies	\$35,000.00	\$16,336.84	\$11,906.69	\$6,756.47
TOTAL	\$114,500.00	\$25,971.87	\$13,486.23	\$75,041.90
--- Custodial Services ---				
11-000-262-1XX Salaries	\$119,721.00	\$53,451.53	\$66,269.47	\$0.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$39,500.00	\$5,721.86	\$33,722.31	\$55.83
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$51,000.00	\$25,638.25	\$25,117.29	\$244.46
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$9,500.00	\$325.00	\$239.00	\$8,936.00
11-000-262-490 Other Purchased Property Svc.	\$4,000.00	\$184.00	.00	\$3,816.00
11-000-262-520 Insurance	\$17,600.00	.00	.00	\$17,600.00
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	\$131.14	.00	\$5,868.86
11-000-262-621 Energy (Natural Gas)	\$61,000.00	\$639.98	\$12,360.02	\$48,000.00
11-000-262-622 Energy (Electricity)	\$67,000.00	\$7,182.85	\$24,817.15	\$35,000.00
11-000-262-8XX Other Objects	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$387,321.00	\$94,669.29	\$162,525.24	\$130,126.47
--- Security ---				
11-000-266-100 Salaries	\$44,500.00	\$5,270.00	\$39,160.00	\$70.00
TOTAL	\$44,500.00	\$5,270.00	\$39,160.00	\$70.00
TOTAL Oper & Maint of Plant Services	\$546,321.00	\$125,911.16	\$215,171.47	\$205,238.37
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$15,553.00	\$10,558.52	\$4,994.48	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$15,553.00	\$8,188.52	\$7,364.48	.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$41,799.00	\$12,571.92	\$18,857.88	\$10,369.20
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$10,000.00	.00	\$325.00	\$9,675.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$12,000.00	.00	.00	\$12,000.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$5,000.00	.00	.00	\$5,000.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$6,000.00	.00	.00	\$6,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$51,434.00	\$8,460.90	.00	\$42,973.10
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$180,000.00	\$43,006.82	\$118,860.80	\$18,132.38

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$34,709.00	.00	\$34,709.00	.00
TOTAL	\$372,048.00	\$82,786.68	\$185,111.64	\$104,149.68
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$7,218.00	\$3,548.00	.00	\$3,670.00
11-XXX-XXX-220 Social Security Contributions	\$70,000.00	\$26,200.92	\$43,799.08	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$55,423.00	\$178.50	\$55,223.00	\$21.50
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	\$1,000.00	.00	.00	\$1,000.00
11-XXX-XXX-250 Unemployment Compensation	\$30,000.00	\$1,422.41	\$28,577.59	.00
11-XXX-XXX-260 Workman's Compensation	\$42,200.00	\$42,124.10	.00	\$75.90
11-XXX-XXX-270 Health Benefits	\$899,295.00	\$301,455.69	\$559,676.12	\$38,163.19
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$875.00	.00	\$29,125.00
11-XXX-XXX-290 Other Employee Benefits	\$31,500.00	(\$159.65)	\$30,125.14	\$1,534.51
TOTAL	\$1,166,636.00	\$375,644.97	\$717,400.93	\$73,590.10
Total Undistributed Expenditures	\$5,024,760.00	\$1,322,107.54	\$2,875,548.29	\$827,104.17
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$7,124,685.00	\$1,980,582.79	\$4,230,705.48	\$913,396.73
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$7,124,685.00	\$1,980,582.79	\$4,230,705.48	\$913,396.73

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undist. Exp. - Non-instructional Services				
12-000-300-730 Non-instructional services	\$89,000.00	.00	\$83,509.00	\$5,491.00
TOTAL	\$89,000.00	\$0.00	\$83,509.00	\$5,491.00
--- Facilities acquisition and construction services ---				
12-000-400-390 Other Purchased Prof. & Tech Services	\$1,200.00	\$1,119.00	.00	\$81.00
Sub Total	\$1,200.00	\$1,119.00	\$0.00	\$81.00
TOTAL	\$1,200.00	\$1,119.00	\$0.00	\$81.00
 TOTAL CAPITAL OUTLAY EXPENDITURES	 \$90,200.00	 \$1,119.00	 \$83,509.00	 \$5,572.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$7,214,885.00	\$1,981,701.79	\$4,314,214.48	\$918,968.73

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

For 5 Month Period Ending 11/30/2018

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

12/4 9:36am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/18

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 5 Month Period Ending 11/30/18

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LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/18

=====

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 5 Month Period Ending 11/30/18

*** REVENUES/SOURCES OF FUNDS ***

BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
_____	_____	_____	_____
=====	=====	=====	=====
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 5 Month Period Ending 11/30/18

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 5 Month Period Ending 11/30/18

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 5 Month Period Ending 11/30/18

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



12/4 9:36am

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 11/30/18

ASSETS AND RESOURCES

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

101	Cash in bank		\$473,556.17
	Accounts receivable:		
141	Intergovernmental - State	\$22,077.10	
142	Intergovernmental - Federal	\$129,735.98	
143	Intergovernmental - Other	\$0.27	
153,154	Other (net of estimated uncollectible of \$____)	(\$0.27)	
			\$151,813.08

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

301	Estimated Revenues	\$571,696.00	
302	Less Revenues	(\$256,200.00)	
			\$315,496.00
	Total assets and resources		\$940,865.25

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 11/30/18

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LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

481	Deferred revenues	\$168,161.42
	Other current liabilities	\$339,320.58
	TOTAL LIABILITIES	\$507,482.00

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$293,847.48
601	Appropriations	\$571,696.00
602	Less: Expenditures	\$138,312.75
603	Encumbrances	\$293,847.48 (\$432,160.23)
		\$139,535.77
	TOTAL FUND BALANCE	\$433,383.25
	TOTAL LIABILITIES AND FUND EQUITY	\$940,865.25

=====

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 11/30/18

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	\$256,200.00	\$256,200.00		.00
4XXX	From Federal Sources	\$315,496.00	.00		\$315,496.00
TOTAL REVENUE/SOURCES OF FUNDS		\$571,696.00	\$256,200.00		\$315,496.00
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Preschool Education Aid	\$256,200.00	\$56,482.50	\$144,440.50	\$55,277.00
TOTAL STATE PROJECTS		\$256,200.00	\$56,482.50	\$144,440.50	\$55,277.00
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$176,012.00	\$49,917.45	\$52,859.78	\$73,234.77
	I.D.E.A. Part B (Handicapped)	\$115,860.00	\$20,092.80	\$92,547.20	\$3,220.00
	NCLB Title IX - Part A/D	\$13,054.00	\$1,250.00	\$4,000.00	\$7,804.00
	NCLB Title IV	\$10,570.00	\$10,570.00	.00	.00
TOTAL FEDERAL PROJECTS		\$315,496.00	\$81,830.25	\$149,406.98	\$84,258.77
*** TOTAL EXPENDITURES ***		\$571,696.00	\$138,312.75	\$293,847.48	\$139,535.77

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 5 Month Period Ending 11/30/18

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$256,200.00	\$256,200.00	.00
Total Revenue from State Sources	\$256,200.00	\$256,200.00	\$0.00

--- FEDERAL SOURCES ---			
4411-16 Title I	\$176,012.00	.00	\$176,012.00
4420-29 I.D.E.A. Part B (Handicapped)	\$115,860.00	.00	\$115,860.00
4XXX Other Federal Aids	\$23,624.00	\$0.00	\$23,624.00
Total Revenues from Federal Sources	\$315,496.00	\$0.00	\$315,496.00

TOTAL REVENUES/SOURCES OF FUNDS	\$571,696.00	\$256,200.00	\$315,496.00

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 5 Month Period Ending 11/30/18

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$184,256.00	\$56,482.50	\$123,958.50	\$3,815.00
20-218-100-106 Other Sal. For Instruction	\$20,482.00	.00	\$20,482.00	.00
TOTAL Instruction	\$204,738.00	\$56,482.50	\$144,440.50	\$3,815.00
--- Preschool Education Aid - Support Services ---				
20-218-200-200 Personal Services - Employee Benefits	\$51,462.00	.00	.00	\$51,462.00
TOTAL Support Services	\$51,462.00	\$0.00	\$0.00	\$51,462.00
	=====	=====	=====	=====
TOTAL PRESCHOOL EDUCATION AID	\$256,200.00	\$56,482.50	\$144,440.50	\$55,277.00
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
	=====	=====	=====	=====
TOTAL OTHER STATE PROJECTS	\$256,200.00	\$56,482.50	\$144,440.50	\$55,277.00
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$315,496.00	\$81,830.25	\$149,406.98	\$84,258.77
TOTAL EXPENDITURE	\$571,696.00	\$138,312.75	\$293,847.48	\$139,535.77
	=====	=====	=====	=====

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 11/30/18

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



12/4 9:36am

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 11/30/18

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 11/30/18

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

--- Unappropriated ---

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 11/30/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***	_____	_____	_____	_____
	=====	=====	=====	=====
*** EXPENDITURES ***	_____	_____	_____	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 11/30/18

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

1/10 3:10pm

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 12/31/2018

10B

 ASSETS AND RESOURCES

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

101	Cash in bank		\$2,208,941.62
102-107	Cash and cash equivalents		\$500.00
116	Capital reserve Account		\$181,976.00
	Accounts receivable:		
132	Interfund	\$365,303.23	
141	Intergovernmental - State	\$199,070.39	
143	Intergovernmental - Other	\$26,911.00	
			\$591,284.62

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

301	Estimated Revenues	\$6,612,354.00	
302	Less Revenues	(\$2,955,218.23)	
			\$3,657,135.77

Total assets and resources \$5,639,838.01

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 12/31/2018

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

Other current liabilities

\$18,521.00

TOTAL LIABILITIES

\$18,521.00

FUND BALANCE

--- Appropriated ---

753 Reserve for Encumbrances - Current Year
Reserved fund balance:

\$3,762,272.94

760 Reserved Fund Balance

\$392,738.95

601 Appropriations

\$7,214,885.00

602 Less : Expenditures

\$2,514,980.98

603 Encumbrances

\$3,762,272.94 (\$6,277,253.92)

\$937,631.08

Total Appropriated

\$5,092,642.97

--- Unappropriated ---

770 Unreserved Fund Balance -

\$2,131,205.04

303 Budgeted Fund Balance

(\$602,531.00)

TOTAL FUND BALANCE

\$6,621,317.01

TOTAL LIABILITIES AND FUND EQUITY

\$6,639,838.01

=====

Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 6 Month Period Ending 12/31/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$7,214,885.00	\$6,277,253.92	\$937,631.08
Revenues	(\$6,612,354.00)	(\$2,955,218.23)	(\$3,657,135.77)
	<u>\$602,531.00</u>	<u>\$3,322,035.69</u>	<u>(\$2,719,504.69)</u>
Less: Adjust for prior year encumb.	<u>\$0.00</u>	<u>\$0.00</u>	
Budgeted Fund Balance	<u>\$602,531.00</u>	<u>\$3,322,035.69</u>	<u>(\$2,719,504.69)</u>
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$602,531.00	\$3,322,035.69	(\$2,719,504.69)
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	<u>\$602,531.00</u>	<u>\$3,322,035.69</u>	<u>(\$2,719,504.69)</u>
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 6 Month Period Ending 12/31/2018

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$2,904,839.00	\$1,741,132.80		\$1,163,706.20
3XXX	From State Sources	\$3,690,680.00	\$1,178,970.25		\$2,511,709.75
4XXX	From Federal Sources	\$16,835.00	\$35,115.18		(\$18,280.18)
TOTAL REVENUE/SOURCES OF FUNDS		\$6,612,354.00	\$2,955,218.23		\$3,657,135.77
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,601,934.00	\$580,846.87	\$945,636.06	\$75,451.07
11-2XX-100-XXX	Special Education - Instruction	\$354,609.00	\$212,711.65	\$138,698.64	\$3,198.71
11-230-100-XXX	Basic Skills - Remedial Instruction	\$68,306.00	\$33,206.24	\$34,678.76	\$421.00
11-240-100-XXX	Bilingual Education - Instruction	\$56,575.00	\$22,629.60	\$33,945.40	\$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$13,000.00	\$1,576.50	\$8,945.50	\$2,478.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$8,500.00	\$2,520.18	\$4,500.00	\$1,479.82
11-4XX-100-XXX	Other Instrc. Programs - Instruction	\$1.00	\$0.00	\$1.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$1,549,856.00	\$361,685.08	\$897,909.82	\$290,261.10
11-000-211-XXX	Attendance and Social Work Services	\$34,605.00	\$20,360.03	\$13,801.08	\$443.89
11-000-213-XXX	Health Services	\$142,581.00	\$55,057.15	\$86,875.20	\$648.65
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$95,009.00	\$41,363.12	\$52,979.43	\$666.45
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$20,163.00	\$0.00	\$14,063.00	\$6,100.00
11-000-218-XXX	Guidance	\$21,525.00	\$10,680.12	\$7,344.88	\$3,500.00
11-000-219-XXX	Child Study Teams	\$330,883.00	\$86,904.34	\$173,936.92	\$70,041.74
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$258,777.00	\$112,551.88	\$144,840.12	\$1,385.00
11-000-222-XXX	Educational Media Serv/School Library	\$10,620.00	\$6,996.97	\$2,400.00	\$1,223.03
11-000-223-XXX	Instructional Staff Training Services	\$19,000.00	\$10,949.89	\$1,582.00	\$6,468.11
11-000-230-XXX	Supp. Serv.-General Administration	\$224,981.00	\$102,276.66	\$86,571.56	\$36,132.78
11-000-240-XXX	Supp. Serv.-School Administration	\$24,452.00	\$16,585.94	\$7,726.96	\$139.10
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$207,303.00	\$75,719.25	\$106,540.61	\$25,043.14
11-000-261-XXX	Require Maint. for School Facilities	\$114,500.00	\$27,948.70	\$15,355.14	\$71,196.16
11-000-262-XXX	Custodial Services	\$384,321.00	\$140,348.93	\$122,472.52	\$121,499.55
11-000-266-XXX	Security	\$44,500.00	\$10,550.00	\$33,880.00	\$70.00
11-000-270-XXX	Student Transportation Services	\$372,048.00	\$141,785.92	\$125,787.40	\$104,474.68
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$1,166,636.00	\$438,606.96	\$618,291.94	\$109,737.10
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$7,124,685.00	\$2,513,861.98	\$3,678,763.94	\$932,059.08
		=====	=====	=====	=====

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 12/31/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$89,000.00	\$0.00	\$83,509.00	\$5,491.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,200.00	\$1,119.00	.00	\$81.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$90,200.00	\$1,119.00	\$83,509.00	\$5,572.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$7,214,885.00	\$2,514,980.98	\$3,762,272.94	\$937,631.08
	=====	=====	=====	=====

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 12/31/2018

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$2,902,839.00	\$1,658,199.24	\$1,244,639.76
1XXX	Miscellaneous	\$2,000.00	\$82,933.56	(\$80,933.56)
	TOTAL	----- \$2,904,839.00	----- \$1,741,132.80	----- \$1,163,706.20
		=====	=====	=====
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	\$193,173.00	\$193,173.00	.00
3131	Extraordinary Aid	\$10,000.00	\$48,592.00	(\$38,592.00)
3132	Categorical Special Education Aid	\$182,606.00	\$182,606.00	.00
3176	Equalization	\$2,420,975.00	.00	\$2,420,975.00
3177	Categorical Security	\$105,269.00	\$105,269.00	.00
3178	Adjustment Aid	\$778,657.00	\$625,351.00	\$153,306.00
3190	Other Unrestricted State Aid		\$15,279.25	(\$15,279.25)
3XXX	Other State Aids	\$0.00	\$8,700.00	(\$8,700.00)
	TOTAL	----- \$3,690,680.00	----- \$1,178,970.25	----- \$2,511,709.75
		=====	=====	=====
--- FEDERAL SOURCES ---				
4200	Medicaid Reimbursement	\$16,835.00	\$11,392.57	\$5,442.43
4XXX	Other Federal Aids	\$0.00	\$23,722.61	(\$23,722.61)
	TOTAL	----- \$16,835.00	----- \$35,115.18	----- (\$18,280.18)
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	----- \$6,612,354.00	----- \$2,955,218.23	----- \$3,657,135.77
		=====	=====	=====

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 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$153,731.00	\$58,859.76	\$94,871.24	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$684,570.00	\$232,879.55	\$451,690.45	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$365,708.00	\$120,808.08	\$244,899.92	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$5,000.00	\$0.00
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	\$166,628.00	\$73,364.57	\$93,263.43	.00
11-190-100-320 Purchased Prof.-Ed. Services	\$4,997.00	\$1,800.00	\$3,000.00	\$197.00
11-190-100-340 Purchased Technical Services	\$50,000.00	\$30,744.97	\$18,965.37	\$289.66
11-190-100-500 Other Purch. Serv. (400-500 series)	\$38,500.00	\$14,621.62	\$23,878.38	.00
11-190-100-610 General Supplies	\$63,800.00	\$35,390.97	\$10,067.27	\$18,341.76
11-190-100-640 Textbooks	\$60,000.00	\$11,423.98	.00	\$48,576.02
11-190-100-800 Other Objects	\$6,000.00	\$953.37	.00	\$5,046.63
TOTAL	\$1,601,934.00	\$580,846.87	\$945,636.06	\$75,451.07
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$126,488.00	\$105,816.00	\$19,537.00	\$1,135.00
11-204-100-106 Other Salaries for Instruction	\$35,000.00	\$32,803.00	\$2,197.00	.00
11-204-100-610 General Supplies	\$900.00	.00	.00	\$900.00
TOTAL	\$162,388.00	\$138,619.00	\$21,734.00	\$2,035.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$190,221.00	\$73,866.80	\$116,354.20	\$0.00
11-213-100-610 General supplies	\$2,000.00	\$225.85	\$610.44	\$1,163.71
TOTAL	\$192,221.00	\$74,092.65	\$116,964.64	\$1,163.71
TOTAL SPECIAL ED - INSTRUCTION				
	\$354,609.00	\$212,711.65	\$138,698.64	\$3,198.71
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$68,306.00	\$33,206.24	\$34,678.76	\$421.00
TOTAL	\$68,306.00	\$33,206.24	\$34,678.76	\$421.00
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$56,575.00	\$22,629.60	\$33,945.40	\$0.00
TOTAL	\$56,575.00	\$22,629.60	\$33,945.40	\$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$10,000.00	\$1,054.50	\$8,945.50	.00
11-401-100-500 Purchased Services (300-500 series)	\$2,900.00	\$464.00	.00	\$2,436.00
11-401-100-800 Other Objects	\$100.00	\$58.00	.00	\$42.00
TOTAL	\$13,000.00	\$1,576.50	\$8,945.50	\$2,478.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$4,500.00	.00	\$4,500.00	.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 6 Month Period Ending 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-600 Supplies and Materials	\$4,000.00	\$2,520.18	.00	\$1,479.82
TOTAL	\$8,500.00	\$2,520.18	\$4,500.00	\$1,479.82
--- Other Instructional programs-Instruction ---				
11-403-100-100 Salaries	\$1.00	.00	\$1.00	.00
TOTAL	\$1.00	\$0.00	\$1.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$283,569.00	\$138,846.68	\$144,409.01	\$313.31
11-000-100-562 Tuition to Other LEAs within State Special	\$240,783.00	\$92,640.40	\$96,311.41	\$51,831.19
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$161,940.00	\$69,290.00	\$69,290.00	\$23,360.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$621,266.00	\$5,100.00	\$464,283.00	\$151,883.00
11-000-100-566 Tuition to Priv Sch for Disbl w/1 State	\$206,833.00	\$55,808.00	\$88,151.40	\$62,873.60
11-000-100-568 Tuition - State Facilities	\$35,465.00	.00	\$35,465.00	.00
TOTAL	\$1,549,856.00	\$361,685.08	\$897,909.82	\$290,261.10
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$32,605.00	\$18,803.92	\$13,801.08	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$2,000.00	\$1,556.11	.00	\$443.89
TOTAL	\$34,605.00	\$20,360.03	\$13,801.08	\$443.89
--- Health services ---				
11-000-213-100 Salaries	\$78,881.00	\$32,891.48	\$45,989.52	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$62,125.00	\$21,583.75	\$40,537.50	\$3.75
11-000-213-600 Supplies and Materials	\$1,490.00	\$496.92	\$348.18	\$644.90
11-000-213-800 Other Objects	\$85.00	\$85.00	.00	.00
TOTAL	\$142,581.00	\$55,057.15	\$86,875.20	\$648.65
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$61,109.00	\$24,443.60	\$36,665.40	.00
11-000-216-320 Purchased Prof. Ed. Services	\$32,900.00	\$16,469.70	\$16,314.03	\$116.27
11-000-216-600 Supplies and Materials	\$1,000.00	\$449.82	.00	\$550.18
TOTAL	\$95,009.00	\$41,363.12	\$52,979.43	\$666.45
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$14,063.00	.00	\$14,063.00	.00
11-000-217-320 Purchased Prof. Ed. Services	\$6,100.00	.00	.00	\$6,100.00
TOTAL	\$20,163.00	\$0.00	\$14,063.00	\$6,100.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	\$18,025.00	\$10,680.12	\$7,344.88	.00
11-000-218-320 Purchased Prof. - Ed. Services	\$3,500.00	.00	.00	\$3,500.00
TOTAL	\$21,525.00	\$10,680.12	\$7,344.88	\$3,500.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$237,230.00	\$74,458.12	\$156,121.88	\$6,650.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$22,773.00	\$11,470.66	\$11,302.34	.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-320 Purchased Prof. - Ed. Services	\$58,000.00	.00	\$6,375.00	\$51,625.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$8,300.00	\$689.68	.00	\$7,610.32
11-000-219-600 Supplies and Materials	\$2,800.00	\$285.88	\$137.70	\$2,376.42
11-000-219-800 Other Objects	\$1,780.00	.00	.00	\$1,780.00
TOTAL	\$330,883.00	\$86,904.34	\$173,936.92	\$70,041.74
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$239,677.00	\$99,628.48	\$140,048.52	.00
11-000-221-104 Salaries Other Prof. Staff	\$8,000.00	\$5,665.56	\$2,334.44	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$2,500.00	\$1,922.40	\$577.60	.00
11-000-221-11X Other Salaries	\$6,000.00	\$4,120.44	\$1,879.56	.00
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$1,215.00	\$1,215.00	.00	.00
11-000-221-600 Supplies and Materials	\$1,385.00	.00	.00	\$1,385.00
TOTAL	\$258,777.00	\$112,551.88	\$144,840.12	\$1,385.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$4,000.00	\$1,600.00	\$2,400.00	.00
11-000-222-600 Supplies and Materials	\$5,500.00	\$4,283.97	.00	\$1,216.03
11-000-222-800 Other Objects	\$1,120.00	\$1,113.00	.00	\$7.00
TOTAL	\$10,620.00	\$6,996.97	\$2,400.00	\$1,223.03
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$890.00	.00	.00	\$890.00
11-000-223-500 Other Purchased Services (400-500 series)	\$18,110.00	\$10,949.89	\$1,582.00	\$5,578.11
TOTAL	\$19,000.00	\$10,949.89	\$1,582.00	\$6,468.11
--- Support services-general administration ---				
11-000-230-100 Salaries	\$150,981.00	\$71,922.37	\$79,058.63	\$0.00
11-000-230-331 Legal Services	\$27,000.00	\$4,233.00	.00	\$22,767.00
11-000-230-332 Audit Fees	\$20,250.00	\$16,500.00	\$3,750.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$1,750.00	.00	.00	\$1,750.00
11-000-230-340 Purchased Tech. Services	\$2,000.00	\$1,724.00	.00	\$276.00
11-000-230-530 Communications/Telephone	\$3,000.00	\$2,354.05	\$457.95	\$188.00
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	\$1,031.22	\$0.00	\$3,968.78
11-000-230-610 General Supplies	\$4,000.00	\$2,112.02	\$290.98	\$1,597.00
11-000-230-890 Misc. Expenditures	\$3,000.00	\$485.00	.00	\$2,515.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$1,915.00	\$3,014.00	\$2,071.00
TOTAL	\$224,981.00	\$102,276.66	\$86,571.56	\$36,132.78
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	\$19,622.00	\$11,895.04	\$7,726.96	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	\$700.00	\$700.00	.00	.00
11-000-240-600 Supplies and Materials	\$3,630.00	\$3,490.90	.00	\$139.10
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$24,452.00	\$16,585.94	\$7,726.96	\$139.10
--- Central Services ---				
11-000-251-100 Salaries	\$175,103.00	\$69,247.40	\$105,855.60	.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-251-340 Purchased Technical Services	\$9,000.00	\$664.56	\$685.01	\$7,650.43
11-000-251-592 Misc Pur Serv (400-500 series)	\$4,000.00	.00	.00	\$4,000.00
11-000-251-600 Supplies and Materials	\$4,000.00	\$1,629.29	.00	\$2,370.71
11-000-251-89X Other Objects	\$3,200.00	.00	.00	\$3,200.00
TOTAL	\$195,303.00	\$71,541.25	\$106,540.61	\$17,221.14
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$12,000.00	\$4,178.00	.00	\$7,822.00
TOTAL	\$12,000.00	\$4,178.00	\$0.00	\$7,822.00
TOTAL Cent. Svcs. & Admin IT	\$207,303.00	\$75,719.25	\$106,540.61	\$25,043.14
--- Required Maint.for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$79,500.00	\$10,273.46	\$4,786.85	\$64,439.69
11-000-261-610 General Supplies	\$35,000.00	\$17,675.24	\$10,568.29	\$6,756.47
TOTAL	\$114,500.00	\$27,948.70	\$15,355.14	\$71,196.16
--- Custodial Services ---				
11-000-262-1XX Salaries	\$119,721.00	\$62,547.97	\$57,173.03	\$0.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$44,000.00	\$32,183.17	\$11,568.17	\$248.66
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$52,000.00	\$34,990.18	\$16,665.11	\$344.71
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$9,500.00	\$325.00	\$239.00	\$8,936.00
11-000-262-490 Other Purchased Property Svc.	\$4,000.00	\$184.00	.00	\$3,816.00
11-000-262-520 Insurance	\$12,100.00	.00	.00	\$12,100.00
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	\$131.14	.00	\$5,868.86
11-000-262-621 Energy (Natural Gas)	\$58,000.00	\$700.26	\$12,299.74	\$45,000.00
11-000-262-622 Energy (Electricity)	\$67,000.00	\$7,472.53	\$24,527.47	\$35,000.00
11-000-262-8XX Other Objects	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$384,321.00	\$140,348.93	\$122,472.52	\$121,499.55
--- Security ---				
11-000-266-100 Salaries	\$44,500.00	\$10,550.00	\$33,880.00	\$70.00
TOTAL	\$44,500.00	\$10,550.00	\$33,880.00	\$70.00
TOTAL Oper & Maint of Plant Services	\$543,321.00	\$178,847.63	\$171,707.66	\$192,765.71
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$15,553.00	\$14,135.64	\$1,417.36	.00
11-000-270-162 Sal Pupil Trans,Other than Bet Home & Sch	\$15,553.00	\$10,049.56	\$5,503.44	.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$41,799.00	\$15,714.90	\$15,714.90	\$10,369.20
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$10,000.00	.00	.00	\$10,000.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$12,000.00	.00	.00	\$12,000.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$5,000.00	.00	.00	\$5,000.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$6,000.00	.00	.00	\$6,000.00
11-000-270-517 Contract Svc (reg std) - BSCs	\$51,434.00	\$8,460.90	.00	\$42,973.10
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$180,000.00	\$73,999.92	\$87,867.70	\$18,132.38

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$34,709.00	\$19,425.00	\$15,284.00	.00
TOTAL	\$372,048.00	\$141,785.92	\$125,787.40	\$104,474.68
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$7,218.00	\$3,548.00	.00	\$3,670.00
11-XXX-XXX-220 Social Security Contributions	\$70,000.00	\$32,445.93	\$37,554.07	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$55,423.00	\$178.50	\$55,223.00	\$21.50
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	\$1,000.00	\$43.33	.00	\$956.67
11-XXX-XXX-250 Unemployment Compensation	\$30,000.00	\$1,422.41	\$28,577.59	.00
11-XXX-XXX-260 Workman's Compensation	\$42,200.00	\$42,124.10	.00	\$75.90
11-XXX-XXX-270 Health Benefits	\$899,295.00	\$352,711.45	\$472,230.03	\$74,353.52
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$875.00	.00	\$29,125.00
11-XXX-XXX-290 Other Employee Benefits	\$31,500.00	\$5,258.24	\$24,707.25	\$1,534.51
TOTAL	\$1,166,636.00	\$438,606.96	\$618,291.94	\$109,737.10
Total Undistributed Expenditures	\$5,021,760.00	\$1,660,370.94	\$2,512,358.58	\$849,030.48
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$7,124,685.00	\$2,513,861.98	\$3,678,763.94	\$932,059.08
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$7,124,685.00	\$2,513,861.98	\$3,678,763.94	\$932,059.08

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 6 Month Period Ending 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undist. Exp. - Non-instructional Services				
12-000-300-730 Non-instructional services	\$89,000.00	.00	\$83,509.00	\$5,491.00
TOTAL	\$89,000.00	\$0.00	\$83,509.00	\$5,491.00
--- Facilities acquisition and construction services ---				
12-000-400-390 Other Purchased Prof. & Tech Services	\$1,200.00	\$1,119.00	.00	\$81.00
Sub Total	\$1,200.00	\$1,119.00	\$0.00	\$81.00
TOTAL	\$1,200.00	\$1,119.00	\$0.00	\$81.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$90,200.00	\$1,119.00	\$83,509.00	\$5,572.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 6 Month Period Ending 12/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$7,214,885.00	\$2,514,980.98	\$3,762,272.94	\$937,631.08

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 12/31/2018

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

1/10 3:10pm

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 12/31/18

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 12/31/18

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 6 Month Period Ending 12/31/18

=====

LIABILITIES AND FUND EQUITY

=====

RECAPITULATION OF FUND BALANCE:

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

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 12/31/18

*** REVENUES/SOURCES OF FUNDS ***

BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
_____	_____	_____	_____
_____	_____	_____	_____
=====	=====	=====	=====
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 12/31/18

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
*** APPROPRIATIONS ***				
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- UNDISTRIBUTED EXPENDITURES ---				

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 6 Month Period Ending 12/31/18

=====

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

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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 12/31/18

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

1/10 3:10pm

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 12/31/18

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

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

101	Cash in bank		\$431,505.93
	Accounts receivable:		
141	Intergovernmental - State	\$22,077.10	
142	Intergovernmental - Federal	\$129,735.98	
143	Intergovernmental - Other	\$0.27	
153,154	Other (net of estimated uncollectible of \$____)	(\$0.27)	
			\$151,813.08

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

301	Estimated Revenues	\$571,696.00	
302	Less Revenues	(\$256,200.00)	
			\$315,496.00
	 Total assets and resources		 \$898,815.01
			=====

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 12/31/18

 LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

481	Deferred revenues	\$168,161.42
	Other current liabilities	\$339,320.58
	TOTAL LIABILITIES	\$507,482.00

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$251,797.24
601	Appropriations	\$571,696.00
602	Less: Expenditures	\$180,362.99
603	Encumbrances	\$251,797.24 (\$432,160.23)
		\$139,535.77
	TOTAL FUND BALANCE	\$391,333.01
	TOTAL LIABILITIES AND FUND EQUITY	\$898,815.01

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 12/31/18

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	\$256,200.00	\$256,200.00		.00
4XXX	From Federal Sources	\$315,496.00	.00		\$315,496.00
TOTAL REVENUE/SOURCES OF FUNDS		\$571,696.00	\$256,200.00		\$315,496.00
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Preschool Education Aid	\$256,200.00	\$75,310.00	\$125,613.00	\$55,277.00
TOTAL STATE PROJECTS		\$256,200.00	\$75,310.00	\$125,613.00	\$55,277.00
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$176,012.00	\$64,964.19	\$37,813.04	\$73,234.77
	I.D.E.A. Part B (Handicapped)	\$115,860.00	\$27,268.80	\$85,371.20	\$3,220.00
	NCLB Title II - Part A/D	\$13,054.00	\$2,250.00	\$3,000.00	\$7,804.00
	NCLB Title IV	\$10,570.00	\$10,570.00	.00	.00
TOTAL FEDERAL PROJECTS		\$315,496.00	\$105,052.99	\$126,184.24	\$84,258.77
*** TOTAL EXPENDITURES ***		\$571,696.00	\$180,362.99	\$251,797.24	\$139,535.77

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 12/31/18

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$256,200.00	\$256,200.00	.00
Total Revenue from State Sources	\$256,200.00	\$256,200.00	\$0.00

--- FEDERAL SOURCES ---			
4411-16 Title I	\$176,012.00	.00	\$176,012.00
4420-29 I.D.E.A. Part B (Handicapped)	\$115,860.00	.00	\$115,860.00
4XXX Other Federal Aids	\$23,624.00	\$0.00	\$23,624.00
Total Revenues from Federal Sources	\$315,496.00	\$0.00	\$315,496.00

TOTAL REVENUES/SOURCES OF FUNDS	\$571,696.00	\$256,200.00	\$315,496.00

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 12/31/18

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$184,256.00	\$75,310.00	\$105,131.00	\$3,815.00
20-218-100-106 Other Sal. For Instruction	\$20,482.00	.00	\$20,482.00	.00
TOTAL Instruction	\$204,738.00	\$75,310.00	\$125,613.00	\$3,815.00
--- Preschool Education Aid - Support Services ---				
20-218-200-200 Personal Services - Employee Benefits	\$51,462.00	.00	.00	\$51,462.00
TOTAL Support Services	\$51,462.00	\$0.00	\$0.00	\$51,462.00
=====				
TOTAL PRESCHOOL EDUCATION AID	\$256,200.00	\$75,310.00	\$125,613.00	\$55,277.00
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
=====				
=====				
TOTAL OTHER STATE PROJECTS	\$256,200.00	\$75,310.00	\$125,613.00	\$55,277.00
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$315,496.00	\$105,052.99	\$126,184.24	\$84,258.77
T O T A L E X P E N D I T U R E	\$571,696.00	\$180,362.99	\$251,797.24	\$139,535.77
=====				

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 12/31/18

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

1/10 3:10pm

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 12/31/18

 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 12/31/18

=====
LIABILITIES AND FUND EQUITY
=====

FUND BALANCE

--- Appropriated ---

--- Unappropriated ---

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 12/31/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
	_____	_____	_____	_____
	*****	*****	*****	*****
*** EXPENDITURES ***				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 12/31/18

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

1/10 3:10pm

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 12/31/18

 ASSETS AND RESOURCES

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

101	Cash in bank	\$145,132.24
-----	--------------	--------------

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

301	Estimated Revenues	\$81,894.00	
		\$81,894.00	

	Total assets and resources		\$227,026.24
			\$227,026.24

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 12/31/18

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations	\$81,894.00	\$81,894.00
-----	----------------	-------------	-------------

Total Appropriated		\$81,894.00
--------------------	--	-------------

--- Unappropriated ---

770	Fund Balance	\$145,132.24
-----	--------------	--------------

TOTAL FUND BALANCE	\$227,026.24
--------------------	--------------

TOTAL LIABILITIES AND FUND EQUITY	\$227,026.24
-----------------------------------	--------------

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$81,894.00	\$0.00	\$81,894.00
Revenues	(\$81,894.00)	\$0.00	(\$81,894.00)
<hr/>			
--- 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 12/31/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$81,894.00	.00		\$81,894.00
Total Local Sources	\$81,894.00	\$0.00		\$81,894.00
TOTAL REVENUE/SOURCES OF FUNDS	\$81,894.00	\$0.00		\$81,894.00

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 12/31/18

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	-----	-----	-----
--- Additional State School Bldg. Aid - Ch. 10 ---			
40-703-510-830 Interest	\$21,894.00	.00	\$21,894.00
40-703-510-910 Redemption of principal	\$60,000.00	.00	\$60,000.00
	-----	-----	-----
TOTAL	\$81,894.00	\$0.00	\$81,894.00
	=====	=====	=====
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$81,894.00	\$0.00	\$81,894.00
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$81,894.00	\$0.00	\$81,894.00
	=====	=====	=====

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 12/31/18

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



REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: NOVEMBER 2018

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	2,875,874.65	860,115.60	538,047.17	3,197,943.08
2		0.00			0.00
3	ED JOBS - Fund 18	-			-
4	Special Revenue Fund - Fund 20 (see page 2)	513,664.24		47,751.07	465,913.17
5	Capital Project Fund - Fund 30	16,080.53	1.32		16,081.85
	Debt Service Fund - Fund 40	130,704.37			130,704.37
6					
	Total Governmental Funds (Lines 1 thru 5)	3,536,323.79	860,116.92	585,798.24	3,810,642.47
	ENTERPRISE FUNDS				
7					
10	Food Program Fund - Fund 60	77,800.81	23,025.60	21,389.62	79,436.79
8					-
9					-
11					-
12					-
	Total Operating Account	3,614,124.60	883,142.52	607,187.86	3,890,079.26
	TRUST AND AGENCY FUNDS				
13					
14	Payroll	19,830.55	193,418.84	193,418.84	19,830.55
15	Payroll Agency - Fund 90	40,409.50	143,011.14	171,700.48	11,720.16
16	FSA account	192.90	0.02	25.00	167.92
17					
	Other - School Activities	9,482.50	742.02	5,889.28	4,335.24
18					
	Total Trust & Agency Funds (Lines 13 thru 15)	69,915.45	337,172.02	371,033.60	36,053.87
19					
	Total All Funds (Lines 6,12, and 16)	3,684,040.05	1,220,314.54	978,221.46	3,926,133.13

Pablo Canela

Treasurer of School Moneys

1/5/2019

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: NOVEMBER 2018

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	120,085.76			120,085.76
2	Early Childhood Program Aid	588,234.93		18,827.50	569,407.43
3	Preschool Education Aid	(54,487.83)			(54,487.83)
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	(149,968.68)		19,823.97	(169,792.65)
13	P.L. 103-382 Title II	(45,559.23)			(45,559.23)
14	P.L. 103-382 Title IV	(61,322.10)		1.00	(61,323.10)
15	P.L. 103-382 Title V	727.40			727.40
17	I.D.E.A. Part B (Handicapped)	(108,065.60)		9,098.60	(117,164.20)
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)	513,664.24	-	47,751.07	465,913.17

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	General operating Acct	Date:
Statement Date	November 30, 2018	
Fund/Funds	10,,20,40,	

1	Balance per Bank				4,140,670.84
	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				
	(attached list)	269,022.49			
4	Other (explain)	-			
5					
6	Total Deductions		269,022.49		
7	Net Reconciling Items				(266,673.43)
8	Adjusted Balance per Bank As of		November 30, 2018		3,873,997.41
9	Balance per Board Secretary's Records As of		11/30/2018	**	3,034,920.41
	Reconciling Items:				
	Additions				
	Interest Earned	-			
10	Other (Explain)		Pending journal entries		
11					
12	Total Additions		-		
	Deductions				
13	Bank Charges				
14	Other (Explain)	(839,077.00)	Pending journal entries		
15	Total deductions		(839,077.00)		
16	Net Reconciling items				839,077.00
17	Adjusted Board Secretary's Balance As of		November 30, 2018		3,873,997.41

* 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	Beneficial	Prepared by
Account number	REFERENDUM ACCT	Date:
Statement Date	November 30, 2018	
Fund/Funds	FUND 30	

1		Balance per Bank				16,081.85
		Reconciling Items				
		Additions				
		Deposits in transit				
	2a	Date				
	2b	Amount				
	2c					
	2d	Total D.I.T.'s				
	2	Misc	-			
	3	Total Additions		-		
		Deductions				
	4	Outstanding Checks (attached list)	-			
	5	Other (explain)	-			
	6	Total Deductions		-		
	7	Net Reconciling Items				-
	8	Adjusted Balance per Bank As of		November 30, 2018		16,081.85

9		Balance per Board Secretary's Records As of		11/30/2018	**	(233,861.56)
		Reconciling Items:				
		Additions				
	10	Interest Earned	-			
	11	Other (Explain)	249,943.41	Pending journal entries		
	12	Total Additions		249,943.41		
		Deductions				
	13	Bank Charges				
	14	Other (Explain)		Pending journal entries		
	15	Total deductions		-		
	16	Net Reconciling items				249,943.41
	17	Adjusted Board Secretary's Balance As of		November 30, 2018		16,081.85

* 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	Beneficial	Prepared by
Account number	2400000357	Date:
Statement Date	November 30, 2018	
Fund/Funds	Net Payroll	

1		Balance per Bank				28,115.52
		Reconciling Items				
		Additions				
		Deposits in transit				
		Date				
		Amount				
2a						
2b						
2c		Misc				
2d		Misc				
2		Misc		-		
3		Total Additions			-	
		Deductions				
		Outstanding Checks				
		(attached list)	8,284.97			
4		Other (explain)		-		
5		Total Deductions			8,284.97	
6		Net Reconciling Items				(8,284.97)
7						
8		Adjusted Balance per Bank As of		November 30, 2018		19,830.55
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	Beneficial	Prepared by
Account number	6101433275	Date:
Statement Date	November 30, 2018	
Fund/Funds	Payroll Agency (90)	

1	Balance per Bank				42,524.83
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date				
	Amount				
2a					
2b					
2c					
2d					
2	MISC	-	-		
3	Total Additions		-		
	Deductions				
	Outstanding Checks				
	(attached list)	30,804.67			
4	Other (prior period voids)		-		
5	Total Deductions		30,804.67		
6	Net Reconciling Items				(30,804.67)
7					
8	Adjusted Balance per Bank As of		November 30, 2018		11,720.16

9	Balance per Board Secretary's Records As of				**
	Reconciling Items:				
	Additions				
	Interest Earned				
10	Other (Explain)				
11	Total Additions		-		
12	Deductions				
	Bank Charges				
13	Other (Explain)				
14	Total deductions		-		
15	Net Reconciling items				-
16					
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	Beneficial	Prepared by
Account number	2400000340	Date:
Statement Date	November 30, 2018	
Fund/Funds	School Activities	

1		Balance per Bank				4,335.24
		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, 2018		4,335.24

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	Beneficial		Prepared by
Account number	9500064390		Date:
Statement Date	November 30, 2018		
Fund/Funds	FSA account		

1	Balance per Bank		167.92
	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, 2018	167.92
See Page 3d for Summary			
9	Balance per Board Secretary's Records As of		**
	Reconciling Items:		
	Additions		
10	Interest Earned		
11	Other (Explain)		
12	Total Additions		-
	Deductions		
13	Bank Charges		
14	Other (Explain)		
15	Total deductions		-
16	Net Reconciling items		-
17	Adjusted Board Secretary's Balance As of		*

* Line 8 MUST EQUAL line 17.

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

Page 3h-f

BEVERLY CITY SCHOOLS
ANALYSIS OF RECONCILING ITEMS
As of 10-31-2018

FUND-10

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

2,336,792.21

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

884,129.39

July - June serv charges

(1,848.34)

Payroll posting/transfers

(1,170.67)

Payroll posting/transfers -agency

9/24/2018

(8,712.63)

Transfer to FSA

(300.00)

Wire transfer 9-4-18

(10,946.88)

861,150.87

cash per Treasurer school monies report

3,197,943.08

FUND 20 20
cash per Board Secretary's Report - 473,556.17

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18 (7,643.00) (7,643.00)

cash per Treasurer school monies report 465,913.17

FUND 30

cash per Board Secretary's Report

(233,861.56)

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

249,936.66

Due to current fund -payroll charges

Due to current fund disb adj

trnsfer from general fund

fund 30 acct check

Interest

6.75

249,943.41

cash per Treasurer school monies report

16,081.85

FUND 40

cash per Board Secretary's Report

145,132.24

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

(14,427.87)

(14,427.87)

cash per Treasurer school monies report

130,704.37

MISC

FUND 60

cash per Balance Sheet.

79,439.79

NEEDED GENERAL LEDGER ADJUSTMENTS:

misc adj

(3.00)

(3.00)

cash per Treasurer school monies report

79,436.79

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

11/30/2018

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

OPERATING ACCOUNT

PAGE 1

16502	34.65
17961	867.83
18116	1,605.20
18815	7.50
18870	180.00
19035	600.00
19086	437.50
19652	12.40
19653	14.20
21136	391.68
21845	32,981.00
22596	11,720.00
22605	36,399.00
22895	
22976	8,287.50
23357	166,061.03
23367	200.00
23562	750.00
23579	4,320.00
23610	725.00
23619	3,428.00

23355	<u>269,022.49</u>
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-

-

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

11/30/2018

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

-

TOTAL OPERATING ACCT OS	<u>269,022.49</u>
-------------------------	-------------------

BEG BAL OS CKS	307,375.77
ISSUED	189,010.31
CASHED	(227,363.59)
void	
	<u>269,022.49</u>

BEVERLY CITY SCHOOLS
 OUTSTANDING CHECK LIST

11/30/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
<u>NET PAYROLL ACCOUNT</u>					

202822	182.23				
205215	167.61	218036	258.08		
		218112	86.44		
206123	984.06				
206225	539.01	2181.31	643.14		
207363	128.39	218132	91.58		
209414	1,470.75	218133	85.81		
211739	85.80	218137	90.95		
		218138	86.44		
212824	5.27				
214204	87.25				
214205	198.20				
215874	1,640.20				
216090	963.13				
216862	307.27				
217139	138.20				
217223					
217513	45.16				

<u>6,942.53</u>	<u>1,342.44</u>	<u>-</u>
-----------------	-----------------	----------

TOTAL O/S CHECKS -PAYROLL ACCT		<u><u>8,284.97</u></u>
--------------------------------	--	------------------------

BEG BAL OS CKS

	7,505.09
ISSUED	1,941.31
CASHED	(1,161.43)
	<u><u>8,284.97</u></u>

void in prev month

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

11/30/2018

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

PAYROLL AGENCY

10539	14.20				
11624	825.02				
11625	272.86				
11626	217.82				
11627	5,240.00				
11628	17,749.30				
11629	1,175.00				
11630	4,528.38				
11631	407.09				
11632	375.00				

30,804.67

BEG BAL OS CKS	34,243.42
ISSUED	38,548.52
CASHED	(41,987.27)
void	
	<u>30,804.67</u>

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

11/30/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
<u>FUND 30 REFERENDUM ACCOUNT</u>					

18

-
=====

BEG BAL OS CKS	-
ISSUED	-
CASHED	-
void	-
	=====
	-

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: DECEMBER 2018

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	3,197,943.08	640,566.35	586,776.54	3,251,732.89
2		0.00			0.00
3	ED JOBS - Fund 18	-			-
4	Special Revenue Fund - Fund 20 (see page 2)	465,913.17		42,050.24	423,862.93
5	Capital Project Fund - Fund 30	16,081.85	1.37		16,083.22
	Debt Service Fund - Fund 40	130,704.37			130,704.37
6					
	Total Governmental Funds (Lines 1 thru 5)	3,810,642.47	640,567.72	628,826.78	3,822,383.41
	ENTERPRISE FUNDS				
7					
10	Food Program Fund - Fund 60	79,436.79	18,834.81	14,416.69	83,854.91
8					-
9					-
11					-
12					-
	Total Operating Account	3,890,079.26	659,402.53	643,243.47	3,906,238.32
	TRUST AND AGENCY FUNDS				
13					
14	Payroll	19,830.55	197,254.64	197,254.64	19,830.55
15	Payroll Agency - Fund 90	11,720.16	147,702.57	147,388.27	12,034.46
16	FSA account	167.92	0.01		167.93
17					
18	Other - School Activities	4,335.24	1,291.76	550.00	5,077.00
	Total Trust & Agency Funds (Lines 13 thru 15)	36,053.87	346,248.98	345,192.91	37,109.94
19					
	Total All Funds (Lines 6,12, and 16)	3,926,133.13	1,005,651.51	988,436.38	3,943,348.26

Pablo Canela

Treasurer of School Moneys

2/2/2018

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: DECEMBER 2018

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	120,085.76			120,085.76
2	Early Childhood Program Aid	569,407.43		18,827.50	550,579.93
3	Preschool Education Aid	(54,487.83)			(54,487.83)
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	(169,792.65)		15,046.74	(184,839.39)
13	P.L. 103-382 Title II	(45,559.23)		1,000.00	(46,559.23)
14	P.L. 103-382 Title IV	(61,323.10)			(61,323.10)
15	P.L. 103-382 Title V	727.40			727.40
17	I.D.E.A. Part B (Handicapped)	(117,164.20)		7,176.00	(124,340.20)
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)	465,913.17	-	42,050.24	423,862.93

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	General operating Acct	Date:
Statement Date	December 31, 2018	
Fund/Funds	10,,20,40,	

1	Balance per Bank				4,365,685.76
	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)	477,879.72			
5	Other (explain)	-			
6	Total Deductions		477,879.72		
7	Net Reconciling Items				(475,530.66)
8	Adjusted Balance per Bank As of		December 31, 2018		3,890,155.10
9	Balance per Board Secretary's Records As of		12/31/2018	**	3,051,413.70
	Reconciling Items:				
	Additions				
10	Interest Earned	-			
11	Other (Explain)		Pending journal entries		
12	Total Additions		-		
	Deductions				
13	Bank Charges				
14	Other (Explain)	(838,741.40)	Pending journal entries		
15	Total deductions		(838,741.40)		
16	Net Reconciling items				838,741.40
17	Adjusted Board Secretary's Balance As of		December 31, 2018		3,890,155.10

* 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	Beneficial		Prepared by
Account number	REFERENDUM ACCT		Date:
Statement Date	December 31, 2018		
Fund/Funds	FUND 30		
1	Balance per Bank		16,083.22
	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, 2018 16,083.22
9	Balance per Board Secretary's Records As of		12/31/2018 ** (233,861.56)
	Reconciling Items:		
	Additions		
10	Interest Earned -		
11	Other (Explain) 249,944.78 Pending journal entries		
12	Total Additions 249,944.78		
	Deductions		
13	Bank Charges		
14	Other (Explain) Pending journal entries		
15	Total deductions -		
16	Net Reconciling items 249,944.78		
17	Adjusted Board Secretary's Balance As of		December 31, 2018 16,083.22
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>			
Page 3a.1			

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	2400000357	Date:
Statement Date	December 31, 2018	
Fund/Funds	Net Payroll	

1	Balance per Bank				26,773.08
	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)	6,942.53			
5	Other (explain)	-			
6	Total Deductions			6,942.53	
7	Net Reconciling Items				(6,942.53)
8	Adjusted Balance per Bank As of		December 31, 2018		19,830.55

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	Beneficial		Prepared by
Account number	6101433275		Date:
Statement Date	December 31, 2018		
Fund/Funds	Payroll Agency (90)		

1	Balance per Bank					25,547.21
	Reconciling Items					
	Additions					
	Deposits in transit					
	Date	Amount				
2a						
2b						
2c						
2d						
2	MISC	-	-			
3	Total Additions		-			
	Deductions					
	Outstanding Checks					
	(attached list)					
4			13,512.75			
5	Other (prior period voids)					
6			-			
6	Total Deductions		13,512.75			
7	Net Reconciling Items					(13,512.75)
8	Adjusted Balance per Bank As of			December 31, 2018		12,034.46
9	Balance per Board Secretary's Records As of					**
	Reconciling Items:					
	Additions					
10	Interest Earned					
11	Other (Explain)					
12	Total Additions					
	Deductions					
13	Bank Charges					
14	Other (Explain)					
15	Total deductions					
16	Net Reconciling items					-
17	Adjusted Board Secretary's Balance As of					*
						-

* Line 8 MUST EQUAL line 17.

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

Page 3d

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	2400000340	Date:
Statement Date	December 31, 2018	
Fund/Funds	School Activities	

1	Balance per Bank				5,077.00
	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, 2018		5,077.00

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	Beneficial	Prepared by
Account number	9500064390	Date:
Statement Date	December 31, 2018	
Fund/Funds	FSA account	

1	Balance per Bank				167.93
	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, 2018		167.93

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 12-31-2018

FUND-10

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

2,390,917.62

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

		884,129.39
July - June serv charges		(2,183.94)
Payroll posting/transfers		(1,170.67)
Payroll posting/transfers -agency	9/24/2018	(8,712.63)
Transfer to FSA		(300.00)
Wire transfer 9-4-18		(10,946.88)

860,815.27

cash per Treasurer school monies report

3,251,732.89

FUND 20 20
cash per Board Secretary's Report

_____ - 431,505.93

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

(7,643.00)

_____ (7,643.00)

cash per Treasurer school monies report

423,862.93

FUND 30

cash per Board Secretary's Report

(233,861.56)

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

249,936.66

Due to current fund -payroll charges

Due to current fund disb adj

trnsfer from general fund

fund 30 acct check

Interest

8.12

249,944.78

cash per Treasurer school monies report

16,083.22

FUND 40

cash per Board Secretary's Report

_____ **145,132.24**

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18

(14,427.87)

(14,427.87)

cash per Treasurer school monies report

130,704.37

MISC

FUND 60

cash per Balance Sheet.

83,857.91

NEEDED GENERAL LEDGER ADJUSTMENTS:

misc adj

(3.00)

(3.00)

cash per Treasurer school monies report

83,854.91

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

12/31/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
<u>OPERATING ACCOUNT</u>					
16502	34.65	23637	477.50	23669	215.00
17961	867.83	23638	60.28	23670	800.00
18116	1,605.20	23639	2,090.60	23671	405.00
18815	7.50	23640	139.00	23672	399.58
18870	180.00	23641	55,025.57	23673	95.88
19035	600.00	23642	6,710.00	23674	11.52
19086	437.50	23643	58.00	23675	2,208.00
19652	12.40	23644	63.32	23676	493.93
19653	14.20	23645	102.24	23677	300.00
21136	391.68	23646	500.00	23678	1,000.00
21845	32,981.00	23647	11,088.00	23679	99.38
22596	11,720.00	23648	58.00	23680	1,700.00
22605	36,399.00	23649		23681	600.00
		23650		23682	148.19
		23651	110.00	23683	31.81
22976	8,287.50	23652	840.06	23684	420.00
		23653	1,562.74	23685	144.50
23357	166,061.03	23654	3,142.98	23686	259.00
		23655	575.00	23687	193.80
23367	200.00	23656	3,549.28	23688	116.00
		23657	58.00	23689	174.00
23562	750.00	23658	3,190.00	23690	134.76
		23659	1,447.50	23691	3,708.22
23610		23660	3,000.00	23692	943.69
23619	3,428.00	23661	813.04	23693	198.50
		23662	85.00	23694	439.94
23630	97.20	23663	1,338.40	23695	2,485.66
23631	6,777.50	23664	4,225.25	23696	7,176.00
23632	999.80	23665	512.13		
23633	269.00	23666	13,939.19		
23634	19,275.68	23667	45,919.15		
23635	231.73	23668	308.73		
23636	360.00				
	<u>291,988.40</u>		<u>160,988.96</u>		<u>24,902.36</u>

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

12/31/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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-

TOTAL OPERATING ACCT OS 477,879.72

BEG BAL OS CKS	269,022.49
ISSUED	214,453.43
CASHED	(4,871.20)
void	(725.00)
	<u>477,879.72</u>

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

12/31/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
<u>NET PAYROLL ACCOUNT</u>					

202822	182.23				
205215	167.61				



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

212824	5.27				
214204	87.25				
214205	198.20				

215874	1,640.20				
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216090	963.13				
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216862	307.27				
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217139	138.20				
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217223					
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217513	45.16				
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<u>6,942.53</u>	<u>-</u>	<u>-</u>
TOTAL O/S CHECKS -PAYROLL ACCT		<u>6,942.53</u>

BEG BAL OS CKS

ISSUED	8,284.97
CASHED	280.95
	(1,623.39)

<u>6,942.53</u>

void in prev month

-

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

12/31/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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PAYROLL AGENCY

10539	14.20				
11626	217.82				
11638	825.02				
11639	272.86				
11640	217.82				
11641	5,240.00				
11643	1,175.00				
11644	4,626.16				
11645	548.87				
11646	375.00				

13,512.75

BEG BAL OS CKS	30,804.67
ISSUED	39,312.99
CASHED	(56,604.91)
void	
	<u>13,512.75</u>

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

12/31/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
<u>FUND 30 REFERENDUM ACCOUNT</u>					

18

-
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BEG BAL OS CKS	-
ISSUED	-
CASHED	-
void	-
	=====
	-
	=====
	-

Beverly City Board of Education Monthly Transfer Report

10E

va_s1701
11/30/2018

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	1,642,637.00	0.00	1,642,637.00	164,263.70	(40,703.00)	-2.48	123,560.70	79,526.03
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
	18-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	556,660.00	0.00	556,660.00	55,666.00	35,002.00	6.29	90,668.00	9,111.16
	1X-000-216-XXX								
	1X-000-217-XXX								
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX	21,500.00	0.00	21,500.00	2,150.00	1.00	0.00	2,151.00	4,421.82
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
	15-4XX-200-XXX								
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		2,220,797.00	0.00	2,220,797.00	159,568.60	(45,830.00)	-2.87	113,738.60	93,059.01
Tuition	11-000-100-XXX	1,595,686.00	0.00	1,595,686.00	159,568.60	(45,830.00)	-2.87	113,738.60	290,261.10
	16-000-100-XXX								
	17-000-100-XXX								
	18-000-100-XXX								
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX	534,514.00	0.00	534,514.00	53,451.40	5,700.00	1.07	59,151.40	76,449.47
	1X-000-213-XXX								
	1X-000-218-XXX								
	1X-000-219-XXX								
	1X-000-222-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX	277,777.00	0.00	277,777.00	27,777.70	0.00	0.00	27,777.70	8,844.11
	1X-000-223-XXX								
General Administration	1X-000-230-XXX	224,981.00	0.00	224,981.00	22,498.10	0.00	0.00	22,498.10	36,622.65
School Administration	1X-000-240-XXX	23,622.00	0.00	23,622.00	2,362.20	830.00	3.51	3,192.20	139.10
Central Services & Administrative Information Technology	1X-000-25X-XXX	207,303.00	0.00	207,303.00	20,730.30	0.00	0.00	20,730.30	25,043.14
Operation and Maintenance of Plant Services	1X-000-26X-XXX	546,321.00	0.00	546,321.00	54,632.10	0.00	0.00	54,632.10	205,238.37
Student Transportation Services	1X-000-270-XXX	413,248.00	0.00	413,248.00	41,324.80	(41,200.00)	-9.97	124.80	104,149.66

Beverly City Board of Education Monthly Transfer Report

va_s1701
11/30/2018

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	1,166,636.00	0.00	1,166,636.00	116,663.60	0.00	0.00	116,663.60	73,590.10
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		4,990,088.00	0.00	4,990,088.00	400.00	85,000.00	2125.00	85,400.00	820,337.72
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	0.00	0.00	0.00	5,491.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	81.00
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	0.00	0.00	0.00	0.00	5,572.00
TOTAL SPECIAL SCHOOLS		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		7,214,885.00	0.00	7,214,885.00	0.00	0.00	0.00	0.00	918,968.73

School Business Administrator Signature _____ Date _____

Beverly City Board of Education Expense Account Adjustment Analysis By Account#

va_exaa1.082406
11/30/2018

Current Cycle : November

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-100-561- -	TUITION-LEA REGULAR	bt - november	000018	11/30/2018	BSAVAGE	\$266,569.00	\$17,000.00	\$283,569.00
11-000-100-562- -	TUITION-LEA SPECIAL EDUC	bt - november	000018	11/30/2018	BSAVAGE	\$257,783.00	(\$17,000.00)	\$240,783.00
11-000-100-563- -	TUITION-CO VOC SCHOOL	bt november	000016	11/30/2018	BSAVAGE	\$162,240.00	(\$300.00)	\$161,940.00
11-000-100-565- -	TUITION-CSSD & DAY SCHOO	bt november	000014	11/30/2018	BSAVAGE	\$664,766.00	(\$42,500.00)	\$622,266.00
		bt november	000015	11/30/2018	BSAVAGE	\$622,266.00	(\$1,000.00)	\$621,266.00
			Total For Account # 11-000-100-565- -				(\$43,500.00)	
11-000-213-300- -	HEALTH PURCHASED PROF/IED	bt - november	000018	11/30/2018	BSAVAGE	\$61,200.00	\$510.00	\$61,710.00
11-000-213-610- -	HEALTH SUPPLIES	bt - november	000018	11/30/2018	BSAVAGE	\$2,000.00	(\$510.00)	\$1,490.00
11-000-216-320- -	SPEECH/OT/PT PROF SER	bt - november	000018	11/30/2018	BSAVAGE	\$31,900.00	\$1,000.00	\$32,900.00
11-000-216-610- -	SPEECH SUPPLIES	bt - november	000018	11/30/2018	BSAVAGE	\$2,000.00	(\$1,000.00)	\$1,000.00
11-000-223-390- -	TRAINING PCH/PRO TECH SV	bt - november	000019	11/30/2018	BSAVAGE	\$1,000.00	(\$110.00)	\$890.00
11-000-223-500- -	OTHER PURCHASED SERVICES	bt - november	000019	11/30/2018	BSAVAGE	\$10,000.00	\$110.00	\$10,110.00
11-000-262-300- -	OPER PURCH PROF/TECH SVS	bt - november	000018	11/30/2018	BSAVAGE	\$36,000.00	\$3,500.00	\$39,500.00
11-000-262-420- -	OPER CONTRACT SERVICES	bt - november	000018	11/30/2018	BSAVAGE	\$46,000.00	\$5,000.00	\$51,000.00
11-000-262-441- -	OPER RENTALS	bt - november	000018	11/30/2018	BSAVAGE	\$18,000.00	(\$8,500.00)	\$9,500.00
11-000-270-511- -	TRANS CONT SVS REG	bt november	000015	11/30/2018	BSAVAGE	\$40,499.00	\$1,000.00	\$41,499.00
		bt november	000016	11/30/2018	BSAVAGE	\$41,499.00	\$300.00	\$41,799.00
			Total For Account # 11-000-270-511- -				\$1,300.00	
11-000-270-514- -	TRANS CONT SVS SP ED	BT - November	000013	11/30/2018	BSAVAGE	\$20,000.00	(\$15,000.00)	\$5,000.00
11-000-270-515- -	TRANS SP ED JOINT AGREE	BT - November	000013	11/30/2018	BSAVAGE	\$16,000.00	(\$10,000.00)	\$6,000.00
11-000-270-517- -	TRANS CONT REG SVC ESC	BT November	000013	11/30/2018	BSAVAGE	\$68,934.00	(\$60,000.00)	\$8,934.00
		bt november	000014	11/30/2018	BSAVAGE	\$8,934.00	\$42,500.00	\$51,434.00
			Total For Account # 11-000-270-517- -				(\$17,500.00)	
11-190-100-340- -	PURCHASED TECH SVC	bt - november	000018	11/30/2018	BSAVAGE	\$44,500.00	\$5,500.00	\$50,000.00
11-190-100-500- -	OTHER PURCHASED SVC	bt - november	000018	11/30/2018	BSAVAGE	\$38,000.00	\$500.00	\$38,500.00
11-190-100-610- -	GENERAL SUPPLIES INSTRUC	bt - november	000018	11/30/2018	BSAVAGE	\$69,800.00	(\$6,000.00)	\$63,800.00
11-204-100-101-01 -	LLD-SUBSTITUTES	bt - november	000018	11/30/2018	BSAVAGE	\$3,000.00	\$1,500.00	\$4,500.00
11-213-100-610- -	GENERAL SUPPLIES-RR	bt - november	000018	11/30/2018	BSAVAGE	\$3,800.00	(\$1,800.00)	\$2,000.00
11-230-100-101-01 -	BSI- SUBSTITUTES	bt - november	000018	11/30/2018	BSAVAGE	\$101.00	\$300.00	\$401.00
12-000-300-730- -	EQUIPMENT NON INSTRUCIO	bt november	000017	11/30/2018	BSAVAGE	\$4,000.00	\$85,000.00	\$89,000.00

Beverly City Board of Education Expense Account Adjustment Analysis By Account#

va_exaa1.082406
11/30/2018

Current Cycle : November

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
12-120-100-730- -	EQUIPMENT GR. 1-5	BT - November bt november	000013 000017	11/30/2018 11/30/2018	BSAUSAGE BSAUSAGE	\$0.00 \$85,000.00	\$85,000.00 (\$85,000.00)	\$85,000.00 \$0.00
Total For Account # 12-120-100-730- -							\$0.00	
60-910-310-420- -	FOOD SERV EQP REPAIR	bt - november	000018	11/30/2018	BSAUSAGE	\$3,000.00	\$777.00	\$3,777.00
60-910-310-500- -	FOOD SERVICE COSTS	bt - november	000018	11/30/2018	BSAUSAGE	\$197,000.00	(\$777.00)	\$196,223.00
Total Current Appr.								\$0.00

Beverly City Board of Education Expense Account Adjustment Analysis By Account#

Current Cycle : November

va_exaa1.082406
11/30/2018

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
YTD Disbursement Adjustments								
20-270-100-101- -	T-2A TEACHER SAL	DA - November	000003	11/30/2018	BSAVAGE	\$250.00	(\$250.00)	\$0.00
20-270-200-300- -	T2A PUR. SERV.	DA - November	000003	11/30/2018	BSAVAGE	\$1,000.00	\$250.00	\$1,250.00
Total Disbursement								\$0.00



Beverly City Board of Education Monthly Transfer Report

10F

va_s1701
12/30/2018

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	1,642,637.00	0.00	1,642,637.00	164,263.70	(40,703.00)	-2.48	123,560.70	75,451.07
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
	18-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	556,660.00	0.00	556,660.00	55,666.00	38,002.00	6.83	93,668.00	10,386.16
	1X-000-217-XXX								
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructions	11-4XX-100-XXX	21,500.00	0.00	21,500.00	2,150.00	1.00	0.00	2,151.00	3,957.82
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
	15-4XX-200-XXX								
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		2,220,797.00	0.00	2,220,797.00					89,795.05
Tuition	11-000-100-XXX	1,595,686.00	0.00	1,595,686.00	159,568.60	(45,830.00)	-2.87	113,738.60	290,261.10
	16-000-100-XXX								
	17-000-100-XXX								
	18-000-100-XXX								
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX	534,514.00	0.00	534,514.00	53,451.40	5,700.00	1.07	59,151.40	75,857.31
	1X-000-213-XXX								
	1X-000-218-XXX								
	1X-000-219-XXX								
	1X-000-222-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX	277,777.00	0.00	277,777.00	27,777.70	0.00	0.00	27,777.70	7,853.11
	1X-000-223-XXX								
General Administration	1X-000-230-XXX	224,981.00	0.00	224,981.00	22,498.10	0.00	0.00	22,498.10	36,132.78
School Administration	1X-000-240-XXX	23,622.00	0.00	23,622.00	2,362.20	830.00	3.51	3,192.20	139.10
Central Services & Administrative Information Technology	1X-000-25X-XXX	207,303.00	0.00	207,303.00	20,730.30	0.00	0.00	20,730.30	25,043.14
Operation and Maintenance of Plant Services	1X-000-26X-XXX	546,321.00	0.00	546,321.00	54,632.10	(3,000.00)	-0.55	51,632.10	192,765.71
Student Transportation Services	1X-000-270-XXX	413,248.00	0.00	413,248.00	41,324.80	(41,200.00)	-9.97	124.80	104,474.68

Beverly City Board of Education Monthly Transfer Report

va_s1701
12/30/2018

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	1,166,636.00	0.00	1,166,636.00	116,663.60	0.00	0.00	116,663.60	109,737.10
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		4,990,088.00	0.00	4,990,088.00					842,264.03
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	85,000.00	2125.00	85,400.00	5,491.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	81.00
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					5,572.00
TOTAL SPECIAL SCHOOLS		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		7,214,885.00	0.00	7,214,885.00					937,631.08

School Business Administrator Signature

Date

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

va_exaa1.082406
12/30/2018

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-300- -	HEALTH PURCHASED PROF/ED	bt - december	000020	12/30/2018	BSAVAGE	\$61,710.00	\$415.00	\$62,125.00
11-000-213-890- -	HEALTH OTHER OBJECTS	bt - december	000020	12/30/2018	BSAVAGE	\$500.00	(\$415.00)	\$85.00
11-000-262-300- -	OPER PURCH PROF/TECH SVS	bt - december	000020	12/30/2018	BSAVAGE	\$39,500.00	\$4,500.00	\$44,000.00
11-000-262-420- -	OPER CONTRACT SERVICES	bt - december	000020	12/30/2018	BSAVAGE	\$51,000.00	\$1,000.00	\$52,000.00
11-000-262-520- -	OPER PROPERTY INS	bt - december	000020	12/30/2018	BSAVAGE	\$17,600.00	(\$5,500.00)	\$12,100.00
11-000-262-621- -	OPER ENERGY - GAS	bt - december	000020	12/30/2018	BSAVAGE	\$61,000.00	(\$3,000.00)	\$58,000.00
11-204-100-101-01 -	LLD-SUBSTITUTES	bt - december	000020	12/30/2018	BSAVAGE	\$4,500.00	\$2,500.00	\$7,000.00
11-230-100-101-01 -	BSI- SUBSTITUTES	bt - december	000020	12/30/2018	BSAVAGE	\$401.00	\$500.00	\$901.00

Total Current Appr.

\$0.00



va_po04.102317
12/30/2018

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

10G

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	
19-00324		2842/W.B. MASON CO. INC.	11-190-100-610- -	GENERAL SUPPLIES	01/08/19	1	DBRYSONREQ	CR-	881.10	
19-00325		3588/SJ WINDOW TINTING, LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	01/08/19	1	DBRYSONREQ	CR-	1,420.00	
Report Totals										
									Current Entered	\$2,301.10
									Prior Entered	\$0.00
									Total Entered	\$2,301.10

Beverly City Board of Education

va_arag1
020514
12/30/2018

2 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
19-00324	19-00324	DBRYSONRE Q	W.B. MASON CO. INC.	000	881.10
19-00325	19-00325	DBRYSONRE Q	SJ WINDOW TINTING, LLC	000	1,420.00

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

va_po04.102317
01/15/2019

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

PO#	Control#	Vendor#Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
19-00326		2884/CDW GOVERNMENT INC.	11-000-251-340- 11-000-262-300-	BUS OFF PURCH TECH OPER PURCH PROF/TECH	01/15/19 01/15/19	1 1	DBRYSONREQ CR- DBRYSONREQ CR-	1,360.14 606.19 \$1,966.33
Total For 2 Transactions On PO# 19-00326								
19-00327		3589/SEON DESIGN, INC.	11-000-270-610-	TRANS SUPPLIES	01/15/19	1	DBRYSONREQ CR-	3,223.00
19-00328		3591/STEWART, MICHAEL	11-000-230-895-	BOE	01/15/19	1	DBRYSONREQ CR-	29.75
19-00329		3590/YOUNG, HEATHER	11-000-230-895-	BOE	01/15/19	1	DBRYSONREQ CR-	29.75
19-00330		3562/AMERICAN LAWN IRRIGATION, INC.	11-000-262-420-	OPER CONTRACT	01/15/19	1	DBRYSONREQ CR-	315.00
19-00331		1763/NJASCD	11-000-223-580-	WORKSHOPS	01/15/19	1	DBRYSONREQ CR-	145.00
19-00332		2945/MGL PRINTING SOLUTIONS	11-000-251-610-	BUSINESS SUPPLIES	01/15/19	1	DBRYSONREQ CR-	126.15
19-00333		3189/GREAT PLUMBERS	11-000-262-420-	OPER CONTRACT	01/15/19	1	DBRYSONREQ CR-	749.00
19-00334		3496/DE LONG SERVICE COMPANY, INC.	60-910-310-420-	FOOD SERV EQP REPAIR	01/15/19	1	DBRYSONREQ CR-	583.00
19-00335		1054/BEVAN SECURITY SYSTEMS	11-000-262-420-	OPER CONTRACT	01/15/19	1	DBRYSONREQ CR-	180.00
19-00336		3206/ATLANTIC BUSINESS PRODUCTS	11-000-251-610- 11-190-100-610-	BUSINESS SUPPLIES GENERAL SUPPLIES	01/15/19 01/15/19	1 1	DBRYSONREQ CR- DBRYSONREQ CR-	136.54 1,096.34 \$1,232.88
Total For 2 Transactions On PO# 19-00336								
19-00337		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320-	SPEECH/OT/PT PROF SER	01/15/19	1	DBRYSONREQ CR-	168.86
19-00338		3119/FOGLIO, DOROTHY	11-190-100-610-	GENERAL SUPPLIES	01/15/19	1	DBRYSONREQ CR-	65.50
19-00339		2637/PERINO'S ELECTRIC	11-000-261-420-	MAINT CLEANING/REPAIRS	01/15/19	1	DBRYSONREQ CR-	785.00
19-00340		1266/B.C.S.S.D.	11-000-100-565-	TUITION-CSSD & DAY	01/15/19	1	DBRYSONREQ CR-	38,600.00

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
01/15/2019

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
19-00341		3239/PERSONNEL CONCEPTS	11-000-251-610- -	BUSINESS SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	795.88
19-00342		1752/SCHOOL SPECIALTY INC	11-190-100-610- -	GENERAL SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	762.90
19-00343		2683/AMERICAN LEGION POST 156	11-401-100-890- -	COCURR MISC EXPENSES	01/15/19	1 DBRYSONREQ	CR-	600.00
19-00344		3421/DAVID B. RUBIN, PC	11-000-230-331- -	GEN ADMIN-LEGAL SVC	01/15/19	1 DBRYSONREQ	CR-	1,913.25
19-00345		2467/TIPTON, KATHRYN	11-190-100-610- -	GENERAL SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	51.74
19-00346		3439/DON JOHNSTON INC.	11-000-262-300- -	OPER PURCH PROFTECH	01/15/19	1 DBRYSONREQ	CR-	750.00
19-00347		1795/SCHOOL HEALTH CORP	11-000-213-610- -	HEALTH SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	168.28
19-00348		2413/BARNES & NOBLE INC.	11-190-100-610- -	GENERAL SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	104.67
19-00349		3457/MESSERSMITH, JAMES	11-000-223-500- -	OTHER PURCHASED	01/15/19	1 DBRYSONREQ	CR-	1.00
19-00350		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	350.00
19-00351		3594/MEVOLI, GINO	11-401-100-500- -	COCURR OTH PURCH SVS	01/15/19	1 DBRYSONREQ	CR-	116.00
19-00352		3593/C. FOSTER	11-401-100-500- -	COCURR OTH PURCH SVS	01/15/19	1 DBRYSONREQ	CR-	58.00
19-00353		3592/ALLEN, GREGORY	11-401-100-500- -	COCURR OTH PURCH SVS	01/15/19	1 DBRYSONREQ	CR-	58.00
19-00354		3540/MATTHEW, ADRIAN	11-401-100-500- -	COCURR OTH PURCH SVS	01/15/19	1 DBRYSONREQ	CR-	116.00
19-00355		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	01/15/19	1 DBRYSONREQ	CR-	2,290.00
19-00356		1815/BEVERLY SEWERAGE AUTHORITY	11-000-262-490- -	OTHPURPROP	01/15/19	1 DBRYSONREQ	CR-	454.00
19-00357		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	3,042.43

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

va_po04.102317
01/15/2019

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
19-00358		1175/BUREAU OF EDUCATION &	11-000-223-580- -	WORKSHOPS	01/15/19	1 DBRYSONREQ	CR-	269.00
19-00359		2313/BURLINGTON COUNTY TREASURER	11-000-223-580- -	WORKSHOPS	01/15/19	1 DBRYSONREQ	CR-	150.00
19-00360		1039/COURIER TIMES INC - BURLINGTON	11-000-230-990- -	GEN AD ADVERTISEMENT	01/15/19	1 DBRYSONREQ	CR-	33.80
19-00361		3189/GREAT PLUMBERS	11-000-262-420- -	OPER CONTRACT	01/15/19	1 DBRYSONREQ	CR-	521.28
19-00362		1323/GENERAL FIRE SALES & SERVICE	11-000-261-420- -	MAINT CLEANING/REPAIRS	01/15/19	1 DBRYSONREQ	CR-	165.00
19-00363		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/PT PROF SER	01/15/19	1 DBRYSONREQ	CR-	159.00
19-00364		3507/ISCARPERIA, LISA	11-190-100-610- -	GENERAL SUPPLIES	01/15/19	1 DBRYSONREQ	CR-	89.09
19-00365		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420- -	MAINT CLEANING/REPAIRS	01/15/19	1 DBRYSONREQ	CR-	2,611.20

Report Totals

Current Entered \$63,828.74
 Prior Entered \$0.00
 Total Entered \$63,828.74

Beverly City Board of Education

40 Fully Approved Requisitions converted into Entered Purchase Orders.

va_aeq1
020514
01/15/2019

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
19-00326	19-00326	DBRYSONRE	CDW GOVERNMENT INC.	000	JACK DOOLEY	1,966.33
		Q				
19-00327	19-00327	DBRYSONRE	SEON DESIGN, INC.	000		3,223.00
		Q				
19-00328	19-00328	DBRYSONRE	STEWART, MICHAEL	000		29.75
		Q				
19-00329	19-00329	DBRYSONRE	YOUNG, HEATHER	000		29.75
		Q				
19-00330	19-00330	DBRYSONRE	AMERICAN LAWN IRRIGATION, INC.	000		315.00
		Q				
19-00331	19-00331	DBRYSONRE	NJASCD	000		145.00
		Q				
19-00332	19-00332	DBRYSONRE	MGL PRINTING SOLUTIONS	000		126.15
		Q				
19-00333	19-00333	DBRYSONRE	GREAT PLUMBERS	000		749.00
		Q				
19-00334	19-00334	DBRYSONRE	DE LONG SERVICE COMPANY, INC.	000		583.00
		Q				
19-00335	19-00335	DBRYSONRE	BEVAN SECURITY SYSTEMS	000		180.00
		Q				
19-00336	19-00336	DBRYSONRE	ATLANTIC BUSINESS PRODUCTS	000		1,232.88
		Q				
19-00337	19-00337	DBRYSONRE	PARA PLUS TRANSLATIONS, INC.	000		168.86
		Q				
19-00338	19-00338	DBRYSONRE	FOGLIO, DOROTHY	000		65.50
		Q				
19-00339	19-00339	DBRYSONRE	PERINO'S ELECTRIC	000		785.00
		Q				
19-00340	19-00340	DBRYSONRE	B.C.S.S.S.D.	000		38,600.00
		Q				
19-00341	19-00341	DBRYSONRE	PERSONNEL CONCEPTS	000		795.88
		Q				
19-00342	19-00342	DBRYSONRE	SCHOOL SPECIALTY INC	000	L. GENOVESI	762.90
		Q				
19-00343	19-00343	DBRYSONRE	AMERICAN LEGION POST 166	000		600.00
		Q				
19-00344	19-00344	DBRYSONRE	DAVID B. RUBIN, PC	000		1,913.25
		Q				
19-00345	19-00345	DBRYSONRE	TIPTON, KATHRYN	000		51.74
		Q				
19-00346	19-00346	DBRYSONRE	DON JOHNSTON INC.	000	JACK DOOLEY	750.00
		Q				
19-00347	19-00347	DBRYSONRE	SCHOOL HEALTH CORP	000	JAMIE WELLER	168.28
		Q				
19-00348	19-00348	DBRYSONRE	BARNES & NOBLE INC.	000	JODIE GOTTLIEB	104.67
		Q				
19-00349	19-00349	DBRYSONRE	MESSERSMITH, JAMES	000		1.00
		Q				
19-00350	19-00350	DBRYSONRE	GENERAL CHEMICAL CO.	000		350.00
		Q				
19-00351	19-00351	DBRYSONRE	MEVOLI, GINO	000		116.00
		Q				
19-00352	19-00352	DBRYSONRE	C. FOSTER	000		58.00

Beverly City Board of Education

40 Fully Approved Requisitions converted into Entered Purchase Orders.

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020514
01/15/2019

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
		Q				
19-00353	19-00353	DBRYSONRE	ALLEN, GREGORY	000		58.00
		Q				
19-00354	19-00354	DBRYSONRE	MATTHEW, ADRIAN	000		116.00
		Q				
19-00355	19-00355	DBRYSONRE	JAY'S LANDSCAPING,LLC	000		2,290.00
		Q				
19-00356	19-00356	DBRYSONRE	BEVERLY SEWERAGE AUTHORITY	000		454.00
		Q				
19-00357	19-00357	DBRYSONRE	GENERAL CHEMICAL CO.	000	TONY DAVIS	3,042.43
		Q				
19-00358	19-00358	DBRYSONRE	BUREAU OF EDUCATION & RESEARCH	000	CAITLIN STONE	269.00
		Q				
19-00359	19-00359	DBRYSONRE	BURLINGTON COUNTY TREASURER	000	BRITTNEY KELLEY	150.00
		Q				
19-00360	19-00360	DBRYSONRE	COURIER TIMES INC - BURLINGTON	000		33.80
		Q				
19-00361	19-00361	DBRYSONRE	GREAT PLUMBERS	000		521.28
		Q				
19-00362	19-00362	DBRYSONRE	GENERAL FIRE SALES & SERVICE	000		165.00
		Q				
19-00363	19-00363	DBRYSONRE	PARA PLUS TRANSLATIONS, INC.	000		158.00
		Q				
19-00364	19-00364	DBRYSONRE	SCARPERIA, LISA	000		89.09
		Q				
19-00365	19-00365	DBRYSONRE	CM3 BUILDING SOLUTIONS INC	000		2,611.20
		Q				



Beverly City Board of Education

Entered Purchase Order Report By PO Number

10H

va_0004.102317
01/30/2019

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
19-00366		3596/JONES, AMIE	11-000-223-500- -	OTHER PURCHASED	02/13/19	1 DBRYSONREQ	CR-	250.00
19-00367		3597/MCCALL, CHER	11-000-223-500- -	OTHER PURCHASED	02/13/19	1 DBRYSONREQ	CR-	250.00
19-00368		3271/RAYNOR ELECTRIC, LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/13/19	1 DBRYSONREQ	CR-	671.50
19-00369		1209/FRANKLIN INSTITUTE	11-190-100-890- -	OTHER OBJECTS	02/13/19	1 DBRYSONREQ	CR-	1,159.00
19-00370		1573/LAUREL ENTERPRISES	11-000-270-512- -	TRANS FIELD/ATH TRIPS	02/13/19	1 DBRYSONREQ	CR-	375.00
19-00371		3216/HANDLE WITH CARE BEHAVIOR	11-000-221-390- -	CI PURCH PROF/TECH SVS	02/13/19	1 DBRYSONREQ	CR-	625.00
19-00372		3595/EXPLORELEARNING, LLC	11-000-221-390- -	CI PURCH PROF/TECH SVS	02/13/19	1 DBRYSONREQ	CR-	3,295.00
19-00373		3150/VERBAL BEHAVIOR INSTITUTE	11-000-219-320- -	CST PROF/IED SVS	02/13/19	1 DBRYSONREQ	CR-	5,587.50
19-00374		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/IPT PROF SER	02/13/19	1 DBRYSONREQ	CR-	198.32
19-00375		2608/COOPER PEDIATRIC NEUROLOGY	11-000-219-104-01- -	CST EVALUATIONS	02/13/19	1 DBRYSONREQ	CR-	350.00
19-00376		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	02/13/19	1 DBRYSONREQ	CR-	2,180.00
19-00377		3109/GIACOBBE, ELIZABETH	11-000-230-610- -	GEN ADMIN-SUPPLIES	02/13/19	1 DBRYSONREQ	CR-	75.68
			11-000-291-280- -	TUITION REIMBURSEMENT	02/13/19	1 DBRYSONREQ	CR-	196.11
Total For 2 Transactions On PO# 19-00377								\$271.79
19-00378		1014/SCHOLASTIC, INC.	11-190-100-640- -	TEXTBOOKS INSTRUCTION	02/13/19	1 DBRYSONREQ	CR-	329.67
19-00379		2637/PERINO'S ELECTRIC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/13/19	1 DBRYSONREQ	CR-	2,250.00
19-00380		2272/GLC LOCKSMITHS LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/13/19	1 DBRYSONREQ	CR-	14.90
19-00381		3206/ATLANTIC BUSINESS PRODUCTS	11-190-100-610- -	GENERAL SUPPLIES	02/13/19	1 DBRYSONREQ	CR-	90.70

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

va_po04.102317
01/30/2019

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

PO#	Control#	Vendor#Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
19-00382		3579/PROFESSIONAL MEDICAL STAFFING	11-000-213-300- -	HEALTH PURCHASED	02/13/19	1 DBRYSONREQ	CR-	1,087.50
19-00383		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	02/13/19	1 DBRYSONREQ	CR-	57.14
19-00384		1014/SCHOLASTIC, INC.	11-213-100-610- -	GENERAL SUPPLIES-RR	02/13/19	1 DBRYSONREQ	CR-	482.80
19-00385		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420- -	MAINT CLEANING/REPAIRS	02/13/19	1 DBRYSONREQ	CR-	452.00
19-00386		1979/Y.A.L.E. SCHOOL INC.	11-000-100-566- -	TUITION-PRIVATE SCHOOL	02/13/19	1 DBRYSONREQ	CR-	5,519.00
19-00387		3481/LAS VEGAS RUBBER STAMP,LLC	11-000-230-610- -	GEN ADMIN-SUPPLIES	02/13/19	1 DBRYSONREQ	CR-	88.95
19-00388		1069/NEW JERSEY SCHOOL BOARDS	11-000-223-580- -	WORKSHOPS	02/13/19	1 DBRYSONREQ	CR-	300.00

Report Totals

Current Entered \$25,885.77
Prior Entered \$0.00
Total Entered \$25,885.77

Beverly City Board of Education

23 Fully Approved Requisitions converted into Entered Purchase Orders.

req1
314
01/30/2019

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
19-00366	19-00366	DBRYSONRE	JONES, AMIE	000		250.00
		Q				
19-00367	19-00367	DBRYSONRE	MCCALL, CHER	000		250.00
		Q				
19-00368	19-00368	DBRYSONRE	RAYNOR ELECTRIC, LLC	000		671.50
		Q				
19-00369	19-00369	DBRYSONRE	FRANKLIN INSTITUTE	000	BRITTNEY KELLEY	1,159.00
		Q				
19-00370	19-00370	DBRYSONRE	LAUREL ENTERPRISES	000	BRITTNEY KELLEY	375.00
		Q				
19-00371	19-00371	DBRYSONRE	HANDLE WITH CARE BEHAVIOR MNGT	000		625.00
		Q				
19-00372	19-00372	DBRYSONRE	EXPLORELEARNING, LLC	000	K. LAWLER	3,295.00
		Q				
19-00373	19-00373	DBRYSONRE	VERBAL BEHAVIOR INSTITUTE	000		6,587.50
		Q				
19-00374	19-00374	DBRYSONRE	PARA PLUS TRANSLATIONS, INC.	000		198.32
		Q				
19-00375	19-00375	DBRYSONRE	COOPER PEDIATRIC NEUROLOGY	000		350.00
		Q				
19-00376	19-00376	DBRYSONRE	JAY'S LANDSCAPING,LLC	000		2,180.00
		Q				
19-00377	19-00377	DBRYSONRE	GIACOBBE, ELIZABETH	000		271.79
		Q				
19-00378	19-00378	DBRYSONRE	SCHOLASTIC, INC.	000	L. DRUDUNG	329.67
		Q				
19-00379	19-00379	DBRYSONRE	PERINO'S ELECTRIC	000		2,250.00
		Q				
19-00380	19-00380	DBRYSONRE	CLC LOCKSMITHS LLC	000		14.90
		Q				
19-00381	19-00381	DBRYSONRE	ATLANTIC BUSINESS PRODUCTS	000	A. SANCHEZ	90.70
		Q				
19-00382	19-00382	DBRYSONRE	PROFESSIONAL MEDICAL STAFFING	000		1,087.50
		Q				
19-00383	19-00383	DBRYSONRE	CDW GOVERNMENT INC.	000	J. DOOLEY	57.14
		Q				
19-00384	19-00384	DBRYSONRE	SCHOLASTIC, INC.	000	S. MEAD	482.80
		Q				
19-00385	19-00385	DBRYSONRE	CM3 BUILDING SOLUTIONS INC	000		452.00
		Q				
19-00386	19-00386	DBRYSONRE	Y.A.L.E. SCHOOL INC.	000		5,519.00
		Q				
19-00387	19-00387	DBRYSONRE	LAS VEGAS RUBBER STAMP,LLC	000	DENISE CHAKAN	88.95
		Q				
19-00388	19-00388	DBRYSONRE	NEW JERSEY SCHOOL BOARDS ASSOC	000		300.00
		Q				

Beverly City Board of Education

Entered Purchase Order Report By PO Number

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02/13/2019

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount	
19-00389		3287/HEINEMANN	11-000-223-580-	WORKSHOPS	02/13/19	1 DBRYSONREQ	CR-	199.00	
19-00390		2016/HEWITT MD, JAMES L.	11-000-216-320-	SPEECH/OT/PT PROF SER	02/13/19	1 DBRYSONREQ	CR-	2,400.00	
19-00391		2591/BAYADA NURSES INC	11-000-213-300-	HEALTH PURCHASED	02/13/19	1 DBRYSONREQ	CR-	206.25	
19-00392		3583/JAY'S LANDSCAPING,LLC	11-000-262-420-	OPER CONTRACT	02/13/19	1 DBRYSONREQ	CR-	1,090.00	
19-00393		1573/LAUREL ENTERPRISES	11-000-270-512-	TRANS FIELD/ATH TRIPS	02/13/19	1 DBRYSONREQ	CR-	225.00	
Report Totals									
								Current Entered	\$4,120.25
								Prior Entered	\$0.00
								Total Entered	\$4,120.25

Beverly City Board of Education

5 Fully Approved Requisitions converted into Entered Purchase Orders.

areq1
514

02/13/2019

Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
19-00389	19-00389	DBRYSONRE Q	HEINEMANN	000	199.00
19-00390	19-00390	DBRYSONRE Q	HEWITT MD, JAMES L.	000	2,400.00
19-00391	19-00391	DBRYSONRE Q	BAYADA NURSES INC	000	206.25
19-00392	19-00392	DBRYSONRE Q	JAY'S LANDSCAPING,LLC	000	1,090.00
19-00393	19-00393	DBRYSONRE Q	LAUREL ENTERPRISES	000	225.00



Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is from 01/15/2019 to 01/17/2019

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ve_bill5.102317
01/15/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
ALLEN, GREGORY/ 3592	19-00353	11-401-100-500- / COCURR OTH PURCH SVS		CF	12/12/18	23738	58.00
ALLIED 100/ 3400	19-00323	11-000-213-610- / HEALTH SUPPLIES		CF	997840	23697	155.68
AMERICAN LEGION POST 156/ 2683	19-00343	11-401-100-890- / COCURR MISC EXPENSES		CF	2019 BOYS,GIRLS DELEGATE	23739	600.00
B.C.I.T./ 1952	19-00125	11-000-100-563- / TUITION-CO VOC SCHOOL		CP	FEB 2019	23698	13,858.00
B.C.S.S.D./ 1266	19-00340	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	SEPT,OCT 2018-19-0212	23740	7,934.44
BAYADA NURSES INC/ 2591	19-00133	11-000-213-300- / HEALTH PURCHASED PROFIED		CP	14096105	23699	1,755.00
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	14116940	23699	1,057.50
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	14137675	23699	1,470.00
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	14157981	23699	1,316.25
		Total for BAYADA NURSES INC/ 2591					\$5,598.75
BEVERLY SEWERAGE AUTHORITY/ 1815	19-00356	11-000-262-490- / OTHPURPROP WATERSEWER		CF	101/331	23741	454.00
BROOKFIELD ACADEMY/ 1953	19-00132	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	0010670-IN-JAN19-J.M.	23700	5,760.00
C. FOSTER/ 3593	19-00352	11-401-100-500- / COCURR OTH PURCH SVS		CF	12/12/18	23742	58.00
CM3 BUILDING SOLUTIONS INC/ 2865	19-00309	11-000-261-420- / MAINT CLEANING/REPAIRS		CP	28592	23701	773.31
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	28593	23701	226.00
		11-000-261-420- / MAINT CLEANING/REPAIRS		CF	28594	23701	598.50
		Total for CM3 BUILDING SOLUTIONS INC/ 2865					\$1,597.81
COMCAST CABLEVISION/ 1792	19-00054	11-190-100-340- / PURCHASED TECH SVC		CP	8499051170029668-12/17/18	23702	125.89
		11-190-100-340- / PURCHASED TECH SVC		CP	8499051170032811-12/28/18	23702	107.97
		Total for COMCAST CABLEVISION/ 1792					\$233.86
COURIER TIMES INC - BURLINGTON TIMES INC/							

Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is from 01/15/2019 to 01/17/2019

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01/15/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
1039	19-00360	11-000-230-590- / GEN AD ADVERTISEMENT		CF	107260735	23743	33.80
DAVID B. RUBIN, PC/ 3421	19-00344	11-000-230-331- / GEN ADMIN-LEGAL SVC		CF	16940	23744	1,913.25
DE LONG SERVICE COMPANY, INC./ 3496	19-00223	60-910-310-420- / FOOD SERV EQP REPAIR		CP	32693	23703	924.50
		60-910-310-420- / FOOD SERV EQP REPAIR		CP	32712	23703	397.50
		60-910-310-420- / FOOD SERV EQP REPAIR		CF	32713	23703	1,625.00
	19-00293	60-910-310-420- / FOOD SERV EQP REPAIR		CF	32997	23703	352.50
		Total for DE LONG SERVICE COMPANY, INC./ 3496					\$3,299.50
DIRECT ENERGY BUSINESS/ 3405	19-00135	11-000-262-621- / OPER ENERGY - GAS		CP	HS81017192	23704	1,826.64
EDUCATIONAL SERVICES UNIT/ 1858	19-00134	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-LD-181031	23705	2,175.00
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-OT-181130	23705	795.00
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-OT-181231	23705	2,385.00
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-PT-181115	23705	382.50
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-PT-181130	23705	255.00
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-PT-181231	23705	552.50
	19-00207	11-000-270-518- / TRANS ESC SP ED CONTRACT		CP	JANUARY 2019	23705	11,512.09
		Total for EDUCATIONAL SERVICES UNIT/ 1858					\$18,057.09
FEDEX/ 3134	19-00181	11-000-230-530- / TELEPHONE POSTAGE		CP	6-365-41308	23706	33.97
		11-000-230-530- / TELEPHONE POSTAGE		CP	6-422-00499	23706	28.81
		Total for FEDEX/ 3134					\$62.78
FILEBANK INC./ 2887	19-00079	11-000-251-340- / BUS OFF PURCH TECH SERV		CP	0088699	23707	102.24
		11-000-251-340- / BUS OFF PURCH TECH SERV		CP	0089193	23707	102.24
		Total for FILEBANK INC./ 2887					\$204.48
FOGLIO, DOROTHY/ 3119	19-00338	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	GENERAL SUPPLIES INSTRUC	23745	65.50
FP MAILING SOLUTIONS/ 3072							

Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is from 01/15/2019 to 01/17/2019

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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							
GENERAL CHEMICAL CO./ 1059	19-00050	11-000-230-530- / TELEPHONE POSTAGE		CP	R1103911664-1/3/19-4/2/19	23708	78.00
	19-00299	11-000-261-610- / MAINT SUPPLIES		CP	247364	23709	181.20
		11-000-261-610- / MAINT SUPPLIES		CF	248064	23709	484.20
	19-00298	11-000-261-610- / MAINT SUPPLIES		CF	248223	23709	168.00
		11-000-261-610- / MAINT SUPPLIES		CP	248847	23709	691.70
		11-000-261-610- / MAINT SUPPLIES		CP	248848-CM242229 (\$911.93)	23709	2,600.28
		11-000-261-610- / MAINT SUPPLIES		CP	249063-CM108600 (\$45.56)	23709	97.53
		11-000-261-610- / MAINT SUPPLIES		CP	249183	23709	22.55
		11-000-261-610- / MAINT SUPPLIES		CP	249184	23709	185.10
					Total for GENERAL CHEMICAL CO./ 1059		\$4,430.66
GREAT PLUMBERS/ 3189	19-00318	11-000-262-420- / OPER CONTRACT SERVICES		CF	81281	23710	899.75
GST TRANSPORT, CORP./ 2738	19-00224	11-000-270-511- / TRANS CONT SVS REG		CP	FEB 2019	23711	3,142.98
HORIZON DENTAL OPTION PLAN/ 2999	19-00059	11-000-291-270- / OTHER HEALTH BENEFITS		CP	JAN19-290650413	23712	3,549.28
JAY'S LANDSCAPING,LLC/ 3583	19-00355	11-000-262-420- / OPER CONTRACT SERVICES		CF	12724	23746	2,290.00
JESUS THE GOOD SHEPARD PARISH/ 3259	19-00051	11-000-262-420- / OPER CONTRACT SERVICES		CP	feb 2019	23713	1,447.50
LOWE'S/ 3138	19-00126	11-000-261-610- / MAINT SUPPLIES		CP	901718	23714	406.02
		11-000-261-610- / MAINT SUPPLIES		CP	902284	23714	320.17
		11-000-261-610- / MAINT SUPPLIES		CP	902763-CREDIT 91426(209.43)	23714	545.01
					Total for LOWE'S/ 3138		\$1,271.20
MATTHEW, ADRIAN/ 3540	19-00354	11-401-100-500- / COCURR OTH PURCH SVS		CF	12/19/18	23747	116.00
MESSERSMITH, JAMES/ 3457	19-00349	11-000-223-500- / OTHER PURCHASED SERVICES		CF	OTHER PURCHASED SERVICES	23748	1.00
MEVOLI, GINO/ 3594							

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

Run on 01/17/2019 at 11:05:42 AM

Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is from 01/15/2019 to 01/17/2019

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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							
MIDDLESEX LAMINATING/ 3462	19-00351	11-401-100-500- / COCURRENTH PURCH SVS		CF	12/19/18	23749	116.00
NATIONAL EDUCATIONAL MUSIC COMPANY/ 3366	19-00307	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	160	23715	138.99
NETWORK SUPPORT LLC/ 2672	19-00278	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	19852	23716	225.00
	19-00060	11-190-100-340- / PURCHASED TECH SVC		CP	1785	23717	465.00
		11-190-100-340- / PURCHASED TECH SVC		CP	1786	23717	418.50
		11-190-100-340- / PURCHASED TECH SVC		CP	1790	23717	837.00
		11-190-100-340- / PURCHASED TECH SVC		CP	1791	23717	418.50
		11-190-100-340- / PURCHASED TECH SVC		CP	1792	23717	437.50
		Total for Network Support LLC/ 2672					\$2,576.50
NJ AMERICAN WATER CO./ 1140	19-00055	11-000-262-300- / OPER PURCH PROFTECH SVS		CP	12/24/2018	23718	286.19
NJASCD/ 1763	19-00331	11-000-223-580- / WORKSHOPS		CF	K.SPRATT-2-11-19	23750	145.00
NUTRI-SERVE FOOD MGMT/ 2821	19-00183	60-910-310-500- / FOOD SERVICE COSTS		CP	930120618	23719	3,860.14
		60-910-310-500- / FOOD SERVICE COSTS		CP	930121318	23719	4,162.20
		60-910-310-500- / FOOD SERVICE COSTS		CP	930122018	23719	3,569.93
		60-910-310-500- / FOOD SERVICE COSTS		CP	930122718	23719	733.73
		Total for NUTRI-SERVE FOOD MGMT/ 2821					\$12,326.00
PALMYRA BOARD OF EDUCATION/ 1249	19-00252	11-000-100-561- / TUITION-LEA REGULAR		CP	FEB 2019	23720	26,656.87
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	FEB 19	23720	19,262.28
		Total for PALMYRA BOARD OF EDUCATION/ 1249					\$45,919.15
PERINO'S ELECTRIC/ 2637	19-00339	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	34971	23751	785.00
PERSONNEL CONCEPTS/ 3239	19-00341	11-000-251-610- / BUSINESS SUPPLIES		CF	9338833087	23752	795.88
PRUDENTIAL INS. CO. - NJEA/ 2395							

Beverly City Board of Education

Bills And Claims Report By Vendor Name

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Posted Checks	19-00048	11-000-291-270- / OTHER HEALTH BENEFITS		CP	FEB 2019-0018073086	23721	399.58
	19-00057	11-000-262-621- / OPER ENERGY - GAS		CP	12/20/18 - GAS	23722	938.52
		11-000-262-622- / OPER ENERGY - ELECTRICIT		CP	12/20/18-ELECR	23722	808.22
				Total for PSE & G/ 1141			\$1,746.74
RAYNOR ELECTRIC, LLC/ 3271	19-00306	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	79142338	23723	884.00
	19-00290	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	79143966	23723	213.54
				Total for RAYNOR ELECTRIC, LLC/ 3271			\$1,097.54
RNB DESIGN, LLC/ 3463	19-00052	11-190-100-340- / PURCHASED TECH SVC		CP	JAN 2019 HOSTING	23724	150.00
		11-190-100-340- / PURCHASED TECH SVC		CP	JAN 2019 MAINT.	23724	150.00
				Total for RNB DESIGN, LLC/ 3463			\$300.00
ROBL, DEBORAH/ 3477	19-00192	20-270-200-300- / TZA PUR. SERV.		CP	1/8/2019	23725	1,000.00
SCARPERIA, LISA/ 3507	19-00364	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	GENERAL SUPPLIES INSTRUC	23753	89.09
SDE REGISTRATIONS/ 1195	19-00322	11-000-223-580- / WORKSHOPS		CF	K. Spratt-2/26/2019	23726	244.00
		11-000-223-580- / WORKSHOPS		CP	k416-012018-1254-1340	23726	244.00
		11-000-223-580- / WORKSHOPS		CP	k416-012018-1421-1517	23726	244.00
				Total for SDE REGISTRATIONS/ 1195			\$732.00
SIMONE, CATHERINE/ 3576	19-00230	11-190-100-320- / PURCHASED PROF/ED SVC		CP	12/12/2018	23727	600.00
STAPLES ADVANTAGE/ 2984	19-00308	11-000-230-610- / GEN ADMIN-SUPPLIES		CF	3400144286	23728	106.62
STATE OF NJ HEALTH BENEFITS PR/ 2394	19-00130	11-000-291-270- / OTHER HEALTH BENEFITS		HP	JAN 19-HEALTH	122018	67,637.42
		11-000-291-270- / OTHER HEALTH BENEFITS		HP	JAN 19-RX	122018	14,189.06
				Total for STATE OF NJ HEALTH BENEFITS PR/ 2394			\$81,826.48

STEWART, MICHAEL/ 3591

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

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multig Remit To Check Name	Check #	Check Amount
Posted Checks							
TIPTON, KATHRYN/ 2467	19-00328	11-000-230-895- / BOE MEMBERSHIP/DUES/FEES		CF	BOE MEMBERSHIP/DUES/FEES	23754	29.75
VERBAL BEHAVIOR INSTITUTE/ 3150	19-00345	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	GENERAL SUPPLIES INSTRUC	23755	51.74
VERIZON/ 1139	19-00291	11-000-219-320- / CST PROFIED SVS		CF	SEPT OCT 2018	23729	6,375.00
WASTE MANAGEMENT OF NJ/ 1169	19-00058	11-190-100-500- / OTHER PURCHASED SVC		CP	12/27/18	23730	134.76
WATERLOGIC EAST, INC./ 3453	19-00053	11-000-262-420- / OPER CONTRACT SERVICES		CP	283941605026-JAN 2019	23731	793.69
WESTERN PEST SERVICES/ 2521	19-00049	11-000-262-441- / OPER RENTALS		CP	CNIN185357E-101/331	23732	141.00
	19-00120	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	December 2018	23733	198.50
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	JAN 2019	23733	208.50
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	June 2018	23733	198.50
					Total for WESTERN PEST SERVICES/ 2521		\$605.50
WILLIAM H. SADLIER, INC./ 3415	19-00264	11-213-100-610- / GENERAL SUPPLIES-RR		CF	677737	23734	683.69
XEROX CORPORATION/ 3443	19-00127	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	095501241	23735	254.84
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	DEC BASE	23735	138.24
					Total for XEROX CORPORATION/ 3443		\$393.08
XTEL COMMUNICATIONS/ 2813	19-00056	11-190-100-500- / OTHER PURCHASED SVC		CP	40984330-12/16/18	23736	2,648.63
Y.A.L.E. SCHOOL INC./ 1979	19-00256	20-250-100-500- / IDEA TUITION		CP	DECEMBER 2018	23737	4,753.95
	19-00199	20-250-100-500- / IDEA TUITION		CP	FEB 19 A.S.	23737	8,611.20
		20-250-100-500- / IDEA TUITION		CP	JAN 19 A.S.	23737	10,046.40
	19-00256	20-250-100-500- / IDEA TUITION		CP	JANUARY 2019	23737	6,655.53
					Total for Y.A.L.E. SCHOOL INC./ 1979		\$30,067.08
YOUNG, HEATHER/ 3590							

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Posted Checks

19-00329	11-000-230-895-	BOE MEMBERSHIP/DUES/FEES		CF	BOE MEMBERSHIP/DUES/FEES	23756	29.75
						Total for Posted Checks	\$272,163.38

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Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 01/17/2019 at 11:05:42 AM be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$143,644.32		\$81,826.48		\$225,470.80
20	20	\$31,067.08				\$31,067.08
60	60	\$15,625.50				\$15,625.50
GRAND	TOTAL	\$190,336.90	\$0.00	\$81,826.48	\$0.00	\$272,163.38

Chairman Finance Committee Member Finance Committee

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Unposted Checks

SJ WINDOW TINTING, LLC/ 3588	19-00325	11-000-261-420 - / MAINT CLEANING/REPAIRS	CF	9752	23757	1,420.00
Total for Unposted Checks						\$1,420.00



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10J

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February 2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
AMERICAN LAWN IRRIGATION, INC./ 3562	19-00330	11-000-262-420- / OPER CONTRACT SERVICES		CF	64366	23758	315.00
B.C.I.T./ 1952	19-00125	11-000-100-563- / TUITION-CO VOC SCHOOL		CP	MARCH 2019	23759	13,858.00
B.C.S.S.S.D./ 1266	19-00340	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	NOV,DEC-19-0305	23760	6,862.22
BARNES & NOBLE INC./ 2413	19-00348	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	3787617	23761	95.12
BAYADA NURSES INC/ 2591	19-00133	11-000-213-300- / HEALTH PURCHASED PROF/ED		CP	14196115	23762	888.75
		11-000-213-300- / HEALTH PURCHASED PROF/ED		CP	14216244	23762	1,676.25
		11-000-213-300- / HEALTH PURCHASED PROF/ED		CP	14236574	23762	1,395.00
	19-00391	11-000-213-300- / HEALTH PURCHASED PROF/ED		CF	14257257	23762	206.25
		Total for BAYADA NURSES INC/ 2591					\$4,166.25
BEVAN SECURITY SYSTEMS/ 1054	19-00335	11-000-262-420- / OPER CONTRACT SERVICES		CF	99997	23763	180.00
BROOKFIELD ACADEMY/ 1953	19-00132	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	FEB 2019 J.M.	23764	5,472.00
BURLINGTON COUNTY TREASURER/ 2313	19-00359	11-000-223-580- / WORKSHOPS		CF	B. KELLEY	23765	150.00
CDW GOVERNMENT INC./ 2884	19-00311	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	QNR5297	23766	1,212.22
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	QNZ5596	23766	125.62
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	QRL4584	23766	28.57
	19-00326	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	QSJ7662(\$20)	23766	606.19
		11-000-251-340- / BUS OFF PURCH TECH SERV		CF	QSN3212	23766	1,360.14
		Total for CDW GOVERNMENT INC./ 2884					\$3,332.74
CLC LOCKSMITHS LLC/ 2272	19-00380	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	61905	23767	14.90
CM3 BUILDING SOLUTIONS INC/ 2865	19-00385	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	30358	23768	452.00
COMCAST CABLEVISION/ 1792							

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

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Posted Checks							
19-00054		11-190-100-340- / PURCHASED TECH SVC		CP	8499051170029668	23769	128.02
		11-190-100-340- / PURCHASED TECH SVC		CP	8499051170032811	23769	107.97
					Total for COMCAST CABLEVISION/ 1792		\$235.99
DE LONG SERVICE COMPANY, INC./ 3496		60-910-310-420- / FOOD SERV EQP REPAIR		CF	33217	23770	583.00
DELL COMPUTER CORPORATION/ 2213	19-00310	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	10293320195	23771	2,138.64
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	10293320760	23771	1,131.72
					Total for DELL COMPUTER CORPORATION/ 2213		\$3,270.36
DIRECT ENERGY BUSINESS/ 3405		19-00135 11-000-262-621- / OPER ENERGY - GAS		CP	HS91065794	23772	2,086.00
EDUCATIONAL SERVICES UNIT/ 1858	19-00134	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-OT-190115	23773	1,590.00
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-PT-190115	23773	425.00
					Total for EDUCATIONAL SERVICES UNIT/ 1858		\$2,015.00
EPLUS/ 3343		19-00263 11-000-230-895- / BOE MEMBERSHIP/DUES/FEES		CF	V2176741	23774	3,014.00
EXPLORELEARNING, LLC/ 3596		19-00372 11-000-221-390- / CI PURCH PROF/TECH SVS		CF	CI PURCH PROF/TECH SVS	23775	3,295.00
FILEBANK INC./ 2887		19-00079 11-000-251-340- / BUS OFF PURCH TECH SERV		CP	MARCH 2019	23776	102.24
GARFIELD PARK ACADEMY INC/ 2361	19-00131	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	FEB 2019-D.A.H.	23777	5,852.00
		11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	MAR 2019-D.A.H.	23777	6,160.00
					Total for GARFIELD PARK ACADEMY INC/ 2361		\$12,012.00
GENERAL CHEMICAL CO./ 1059		19-00350 11-000-261-610- / MAINT SUPPLIES		CF	249801	23778	350.00
		19-00357 11-000-261-610- / MAINT SUPPLIES		CP	250525	23778	2,160.58
		11-000-261-610- / MAINT SUPPLIES		CP	250910	23778	698.99
					Total for GENERAL CHEMICAL CO./ 1059		\$3,210.57

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Posted Checks							
GIACOBBE, ELIZABETH/ 3109	19-00362	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	30301	23779	165.00
	19-00377	11-000-230-610- / GEN ADMIN-SUPPLIES		CF	GEN ADMIN-SUPPLIES	23780	75.68
		11-000-291-280- / TUITION REIMBURSEMENT		CF	TUITION REIMBURSEMENT	23780	196.11
					Total for ELIZABETH GIACOBBE/ 3109		\$271.79
GREAT PLUMBERS/ 3189	19-00333	11-000-262-420- / OPER CONTRACT SERVICES		CF	81448	23781	749.00
	19-00361	11-000-262-420- / OPER CONTRACT SERVICES		CF	81701	23781	521.28
					Total for GREAT PLUMBERS/ 3189		\$1,270.28
GST TRANSPORT, CORP/ J 2738	19-00224	11-000-270-511- / TRANS CONT SVS REG		CP	MARCH 2019	23782	3,142.98
HANDLE WITH CARE BEHAVIOR MNGT SYS. INC./ 3216	19-00371	11-000-221-390- / CI PURCH PROF/TECH SVS		CF	CI PURCH PROF/TECH SVS	23783	625.00
HEINEMANN/ 3287	19-00389	11-000-223-580- / WORKSHOPS		CF	WORKSHOPS	23784	199.00
HORIZON DENTAL OPTION PLAN/ 2999	19-00059	11-000-291-270- / OTHER HEALTH BENEFITS		CP	290857005-FEB 2019	23785	3,549.28
JAY'S LANDSCAPING,LLC/ 3583	19-00376	11-000-262-420- / OPER CONTRACT SERVICES		CF	12909	23786	1,090.00
		11-000-262-420- / OPER CONTRACT SERVICES		CP	13047	23786	1,090.00
	19-00392	11-000-262-420- / OPER CONTRACT SERVICES		CF	13156	23786	1,090.00
					Total for JAY'S LANDSCAPING,LLC/ 3583		\$3,270.00
JESUS THE GOOD SHEPARD PARISH/ 3259	19-00051	11-000-262-420- / OPER CONTRACT SERVICES		CP	JAN 18-FEB 2019-(56.58 PER MTH	23787	792.12
		11-000-262-420- / OPER CONTRACT SERVICES		CP	MARCH 2019	23787	1,504.08
					Total for JESUS THE GOOD SHEPARD PARISH/ 3259		\$2,296.20
JONES, AMIE/ 3596	19-00366	11-000-223-500- / OTHER PURCHASED SERVICES		CF	1/18/2019	23788	250.00
LEXISNEXIS RISK SOLUTIONS FL INC./ 3573	19-00194	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	FEBRUARY 2019	23789	85.00

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

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Posted Checks							
MCCALL, CHERI 3597	19-00367	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	MARCH 2019	23789	85.00
							\$170.00
MGL PRINTING SOLUTIONS/ 2945	19-00332	11-000-223-500- / OTHER PURCHASED SERVICES		CF	1/18/2019	23790	250.00
NETWORK SUPPORT LLC/ 2672	19-00060	11-000-251-610- / BUSINESS SUPPLIES		CF	160611	23791	126.15
		11-190-100-340- / PURCHASED TECH SVC		CP	1793	23792	558.00
		11-190-100-340- / PURCHASED TECH SVC		CP	1794	23792	250.00
		11-190-100-340- / PURCHASED TECH SVC		CP	1795	23792	604.50
		11-190-100-340- / PURCHASED TECH SVC		CP	1796	23792	790.50
							\$2,203.00
Total for Network Support LLC/ 2672							
NJ AMERICAN WATER CO./ 1140	19-00055	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	1/24/2019	23793	259.86
NUTRI-SERVE FOOD MGMT/ 2821	19-00183	60-910-310-500- / FOOD SERVICE COSTS		CP	930010319	23794	3,216.96
		60-910-310-500- / FOOD SERVICE COSTS		CP	930011019	23794	4,807.65
		60-910-310-500- / FOOD SERVICE COSTS		CP	930011719	23794	3,999.13
		60-910-310-500- / FOOD SERVICE COSTS		CP	930012419	23794	3,293.46
							\$15,317.20
Total for NUTRI-SERVE FOOD MGMT/ 2821							
PALMYRA BOARD OF EDUCATION/ 1249	19-00252	11-000-100-561- / TUITION-LEA REGULAR		CP	MARCH 2019	23795	26,656.87
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	MARCH 2019	23795	19,262.28
							\$45,919.15
Total for PALMYRA BOARD OF EDUCATION/ 1249							
PARA PLUS TRANSLATIONS, INC./ 3268	19-00337	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	143089	23796	168.86
	19-00363	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	143597	23796	158.00
							\$326.86
Total for PARA PLUS TRANSLATIONS, INC./ 3268							
PENWELL, AMY/ 3525	19-00066	11-000-222-320- / LIB/MEDIA PCH PRFIED SVS		CP	FEBRUARY 2019	23797	400.00
		11-000-222-320- / LIB/MEDIA PCH PRFIED SVS		CP	JANUARY 2019	23797	400.00
							\$800.00
Total for PENWELL, AMY/ 3525							

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

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Posted Checks							
PERINO'S ELECTRIC/ 2637	19-00379	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	34980	23798	2,250.00
PRESENTATION SYSTEMS INC./ 3585	19-00302	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	52107	23799	3,550.00
PROFESSIONAL MEDICAL STAFFING/ 3579	19-00382	11-000-213-300- / HEALTH PURCHASED PROFIED		CF	2-1143	23800	337.50
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	2-1222	23800	750.00
					Total for PROFESSIONAL MEDICAL STAFFING/ 3579		\$1,087.50
PRUDENTIAL INS. CO. - NJEAI/ 2395	19-00048	11-000-291-270- / OTHER HEALTH BENEFITS		CP	MARCH 2019-0018135133	23801	399.58
PSE & G/ 1141	19-00057	11-000-262-622- / OPER ENERGY - ELECTRICIT		CP	1/23/19 - ELECTRICIT	23802	3,627.38
		11-000-262-621- / OPER ENERGY - GAS		CP	1/23/19 - GAS	23802	798.08
					Total for PSE & G/ 1141		\$4,425.46
RAYNOR ELECTRIC, LLC/ 3271	19-00218	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	78676268	23803	200.27
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	78683867	23803	471.23
					Total for RAYNOR ELECTRIC, LLC/ 3271		\$671.50
RNB DESIGN, LLC/ 3463	19-00052	11-190-100-340- / PURCHASED TECH SVC		CP	FEB 2019 HOSTING	23804	150.00
		11-190-100-340- / PURCHASED TECH SVC		CP	FEB 2019 MAINT	23804	150.00
					Total for RNB DESIGN, LLC/ 3463		\$300.00
SCHOLASTIC, INC./ 1014	19-00378	11-190-100-640- / TEXTBOOKS INSTRUCTION		CF	M6659659	23805	329.67
SCHOOL HEALTH CORP/ 1795	19-00347	11-000-213-610- / HEALTH SUPPLIES		CF	3550911-00	23806	168.28
SOUNDTRAP AB/ 3527	19-00110	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	2018661	23807	299.00
STATE OF NJ HEALTH BENEFITS PR/ 2394	19-00130	11-000-291-270- / OTHER HEALTH BENEFITS		HP	FEB 2019 HEALTH	12019	64,884.24
		11-000-291-270- / OTHER HEALTH BENEFITS		HP	FEB 2019 RX	12019	13,388.46
					Total for STATE OF NJ HEALTH BENEFITS PR/ 2394		\$78,272.70

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

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Posted Checks							
VERIZON/ 1139							
	19-00058	11-190-100-500- / OTHER PURCHASED SVC		CP	1/27/2019	23808	134.76
W.B. MASON CO. INC./ 2842							
	19-00324	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	162316582	23809	861.10
WASHINGTON TWP. BOARD OF EDUCATION/ 3510							
	19-00255	11-000-100-561- / TUITION-LEA REGULAR		CP	DECEMBER 2018	23810	1,297.87
WASTE MANAGEMENT OF NJ/ 1169							
	19-00053	11-000-262-420- / OPER CONTRACT SERVICES		CP	2844619-0502-8	23811	943.69
WESTERN PEST SERVICES/ 2521							
	19-00120	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	FEB 2019	23812	198.50
XEROX CORPORATION/ 3443							
	19-00127	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	095802542-1221/121	23813	165.45
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	JAN 2019	23813	138.24
							<u>\$303.69</u>
					Total for XEROX CORPORATION/ 3443		
XTEL COMMUNICATIONS/ 2813							
	19-00056	11-190-100-500- / OTHER PURCHASED SVC		CP	41041578	23814	2,658.12
Y.A.L.E. SCHOOL INC./ 1979							
	19-00386	11-000-100-566- / TUITION-PRIVATE SCHOOL		CF	17/18-A.S.	23815	5,118.00
		11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	17/18-R.P.	23815	401.00
	19-00256	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	FEB 2019 R.P.	23815	5,704.74
		11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	NOV 2018 R.P	23815	2,312.63
		20-250-100-500- / IDEA TUITION		CF	NOV 2018-R.P	23815	3,709.04
		20-250-100-500- / IDEA TUITION		CP	OCT 2018 R.P.	23815	7,289.39
		20-250-100-500- / IDEA TUITION		CP	SEPT 2018 R.P.	23815	4,120.09
							<u>\$28,654.89</u>
					Total for Y.A.L.E. SCHOOL INC./ 1979		
							<u>\$271,960.45</u>

Total for Posted Checks

Beverly City Board of Education

Bills And Claims Report By Vendor Name

va_bill5.102317
02/13/2019

Check Date is 02/14/2019

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 02/06/2019 at 02:24:39 PM
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$162,669.03		\$78,272.70		\$240,941.73
20	20	\$15,118.52				\$15,118.52
60	60	\$15,900.20				\$15,900.20
GRAND	TOTAL	\$193,687.75	\$0.00	\$78,272.70	\$0.00	\$271,960.45

Chairman Finance Committee

Member Finance Committee



Payroll to Budget Transfer Report

10K

Account#	Check#	Check Date	Check Amount	Check Description
1-211-105- -	912152018	12/14/2018	1,671.16	ATTEND SVCS- CLER SAL
1-000-213-104- -	912152018	12/14/2018	3,399.70	HEALTH SVC SALARIES
1-000-213-105- -	912152018	12/14/2018	474.49	HEALTH SVCS- CLER SAL
1-000-216-100- -	912152018	12/14/2018	3,055.45	SPEECH TEACHER SALARY
1-000-218-105- -	912152018	12/14/2018	959.45	GUID SECY/CLER SALARIES
1-000-219-104- -	912152018	12/14/2018	8,523.31	CST SALARIES
1-000-219-105- -	912152018	12/14/2018	948.97	CST SECY/CLER SALARIES
1-000-221-102- -	912152018	12/14/2018	8,936.35	CURR/INSTR SALARIES
1-000-221-104- -	912152018	12/14/2018	472.13	CURR/INSTR PROF SALARIES
1-000-221-105- -	912152018	12/14/2018	172.70	CURR/INSTR SECY/CLER SAL
1-000-221-110- -	912152018	12/14/2018	343.37	CI OTHER SALARIES
1-000-230-100- -	912152018	12/14/2018	4,967.71	GEN ADMIN SPRINTEND SAL
1-000-230-104- -	912152018	12/14/2018	181.29	TREASURER SALARIES
1-000-230-105- -	912152018	12/14/2018	905.36	GENERAL ADMIN- CLER SAL
1-000-240-105- -	912152018	12/14/2018	1,078.06	SCH ADMIN SEC/CLER SAL
1-000-251-104- -	912152018	12/14/2018	4,027.62	BUSINESS ADMIN SALARIES
1-000-251-105- -	912152018	12/14/2018	916.62	BUS ADMIN/SECY SALARIES
1-000-262-110- -	912152018	12/14/2018	3,087.52	OPER/CUST SALARIES
1-000-262-110-OT -	912152018	12/14/2018	1,170.30	OPER/CUSTODIAL OT
1-000-266-100- -	912152018	12/14/2018	2,640.00	UE S SALS OF SEC G & INV
1-000-270-161- -	912152018	12/14/2018	1,470.52	SAL. FOR PUPIL TRANS(BET
1-000-270-162- -	912152018	12/14/2018	930.52	SAL. FOR PUPIL TRANS(BET
1-000-291-290- -	912152018	12/14/2018	5,000.00	OTHER EMPLOYEE BENEFITS
1-110-100-101- -	912152018	12/14/2018	7,237.47	KNDG TEACHER SALARIES
1-110-100-101-01 -	912152018	12/14/2018	50.00	PRESCH/KIND- SUBSTITUTES
1-120-100-101- -	912152018	12/14/2018	28,857.17	GR. 1-5 TEACHER SALARIES
1-120-100-101-01 -	912152018	12/14/2018	290.00	GRADES 1-5 - SUBSTITUTES
1-130-100-101- -	912152018	12/14/2018	14,648.51	GR. 6-8 TEACHER SALARIES
1-130-100-101-01 -	912152018	12/14/2018	335.00	GRADES 6-8 - SUBSTITUTES
1-190-100-106- -	912152018	12/14/2018	8,304.43	OTHER SALARIES-INSTR
1-204-100-101- -	912152018	12/14/2018	10,133.30	LLD TEACHER SALARIES
1-204-100-101-01 -	912152018	12/14/2018	695.00	LLD-SUBSTITUTES
1-204-100-106- -	912152018	12/14/2018	3,054.28	LLD PARA SALARY
1-213-100-101- -	912152018	12/14/2018	9,173.35	RR TEACHER SALARIES
1-230-100-101- -	912152018	12/14/2018	4,090.78	BSC SKILLS TEACHER SALAR
1-240-100-101- -	912152018	12/14/2018	2,828.70	BILINGUAL TEACHER SALARI
20-218-100-101- -	912152018	12/14/2018	9,413.75	PSEA TEACHER SAL
20-231-100-101- -	912152018	12/14/2018	7,523.37	TITLE I TEACHER SALARIES
Total # of Payments	38.00	Total Check Amount	161,967.71	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	912302018	12/21/2018	1,671.16	ATTEND SVCS- CLER SAL
11-000-213-104- -	912302018	12/21/2018	3,399.70	HEALTH SVC SALARIES
11-000-213-105- -	912302018	12/21/2018	474.49	HEALTH SVCS- CLER SAL
11-000-216-100- -	912302018	12/21/2018	3,055.45	SPEECH TEACHER SALARY
11-000-218-105- -	912302018	12/21/2018	959.45	GUID SECY/CLER SALARIES
11-000-219-104- -	912302018	12/21/2018	8,523.31	CST SALARIES
11-000-219-105- -	912302018	12/21/2018	948.97	CST SECY/CLER SALARIES
11-000-221-102- -	912302018	12/21/2018	8,936.35	CURR/INSTR SALARIES
11-000-221-104- -	912302018	12/21/2018	472.13	CURR/INSTR PROF SALARIES
11-000-221-105- -	912302018	12/21/2018	172.70	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	912302018	12/21/2018	343.37	CI OTHER SALARIES
11-000-230-100- -	912302018	12/21/2018	4,967.71	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	912302018	12/21/2018	181.29	TREASURER SALARIES
11-000-230-105- -	912302018	12/21/2018	905.36	GENERAL ADMIN- CLER SAL
11-000-240-105- -	912302018	12/21/2018	1,078.06	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	912302018	12/21/2018	4,027.62	BUSINESS ADMIN SALARIES
11-000-251-105- -	912302018	12/21/2018	916.62	BUS ADMIN/SECY SALARIES
11-000-262-110- -	912302018	12/21/2018	3,442.97	OPER/CUST SALARIES
11-000-262-110-OT -	912302018	12/21/2018	1,395.65	OPER/CUSTODIAL OT
11-000-266-100- -	912302018	12/21/2018	2,640.00	UE S SALS OF SEC G & INV
11-000-270-161- -	912302018	12/21/2018	2,106.60	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	912302018	12/21/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	912302018	12/21/2018	7,237.47	KNDG TEACHER SALARIES
11-110-100-101-01 -	912302018	12/21/2018	335.00	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	912302018	12/21/2018	28,857.17	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	912302018	12/21/2018	335.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	912302018	12/21/2018	14,648.51	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	912302018	12/21/2018	285.00	GRADES 6-8 - SUBSTITUTES
11-190-100-106- -	912302018	12/21/2018	11,056.25	OTHER SALARIES-INSTR
11-204-100-101- -	912302018	12/21/2018	7,633.30	LLD TEACHER SALARIES
11-204-100-101-01 -	912302018	12/21/2018	935.00	LLD-SUBSTITUTES
11-204-100-106- -	912302018	12/21/2018	3,813.55	LLD PARA SALARY
11-213-100-101- -	912302018	12/21/2018	9,173.35	RR TEACHER SALARIES
11-230-100-101- -	912302018	12/21/2018	4,090.78	BSC SKILLS TEACHER SALAR
11-230-100-101-01 -	912302018	12/21/2018	95.00	BSI- SUBSTITUTES
11-240-100-101- -	912302018	12/21/2018	2,828.70	BILINGUAL TEACHER SALARI
11-401-100-100- -	912302018	12/21/2018	269.50	COCURR SALARIES
20-218-100-101- -	912302018	12/21/2018	9,413.75	PSEA TEACHER SAL
20-231-100-101- -	912302018	12/21/2018	7,523.37	TITLE I TEACHER SALARIES
Total # of Payments	39.00	Total Check Amount	160,080.18	

Payroll to Budget Transfer Report

10L

Account#	Check#	Check Date	Check Amount	Check Description
1-211-105- -	901152019	01/15/2019	1,671.16	ATTEND SVCS- CLER SAL
1-000-213-104- -	901152019	01/15/2019	3,399.70	HEALTH SVC SALARIES
1-000-213-105- -	901152019	01/15/2019	474.49	HEALTH SVCS- CLER SAL
1-000-216-100- -	901152019	01/15/2019	3,055.45	SPEECH TEACHER SALARY
1-000-218-105- -	901152019	01/15/2019	959.45	GUID SECY/CLER SALARIES
1-000-219-104- -	901152019	01/15/2019	8,622.06	CST SALARIES
1-000-219-105- -	901152019	01/15/2019	948.97	CST SECY/CLER SALARIES
1-000-221-102- -	901152019	01/15/2019	8,936.35	CURR/INSTR SALARIES
1-000-221-104- -	901152019	01/15/2019	472.13	CURR/INSTR PROF SALARIES
1-000-221-105- -	901152019	01/15/2019	172.70	CURR/INSTR SECY/CLER SAL
1-000-221-110- -	901152019	01/15/2019	343.37	CI OTHER SALARIES
1-000-230-100- -	901152019	01/15/2019	4,967.71	GEN ADMIN SPRINTEND SAL
1-000-230-104- -	901152019	01/15/2019	181.29	TREASURER SALARIES
1-000-230-105- -	901152019	01/15/2019	905.36	GENERAL ADMIN- CLER SAL
1-000-240-105- -	901152019	01/15/2019	1,078.06	SCH ADMIN SEC/CLER SAL
1-000-251-104- -	901152019	01/15/2019	4,027.62	BUSINESS ADMIN SALARIES
1-000-251-105- -	901152019	01/15/2019	916.62	BUS ADMIN/SECY SALARIES
1-000-262-110- -	901152019	01/15/2019	3,818.30	OPER/CUST SALARIES
1-000-262-110-OT -	901152019	01/15/2019	1,764.30	OPER/CUSTODIAL OT
1-000-266-100- -	901152019	01/15/2019	2,640.00	UE S SALS OF SEC G & INV
1-000-270-161- -	901152019	01/15/2019	1,805.52	SAL. FOR PUPIL TRANS(BET
1-000-270-162- -	901152019	01/15/2019	930.52	SAL. FOR PUPIL TRANS(BET
1-110-100-101- -	901152019	01/15/2019	7,237.47	KNDG TEACHER SALARIES
1-110-100-101-01 -	901152019	01/15/2019	610.00	PRESCH/KIND- SUBSTITUTES
1-120-100-101- -	901152019	01/15/2019	28,857.17	GR. 1-5 TEACHER SALARIES
1-120-100-101-01 -	901152019	01/15/2019	50.00	GRADES 1-5 - SUBSTITUTES
1-130-100-101- -	901152019	01/15/2019	14,648.51	GR. 6-8 TEACHER SALARIES
1-130-100-101-01 -	901152019	01/15/2019	240.00	GRADES 6-8 - SUBSTITUTES
1-190-100-106- -	901152019	01/15/2019	8,555.76	OTHER SALARIES-INSTR
1-204-100-101- -	901152019	01/15/2019	7,668.30	LLD TEACHER SALARIES
1-204-100-101-01 -	901152019	01/15/2019	175.00	LLD-SUBSTITUTES
1-204-100-106- -	901152019	01/15/2019	3,034.37	LLD PARA SALARY
1-213-100-101- -	901152019	01/15/2019	9,173.35	RR TEACHER SALARIES
1-230-100-101- -	901152019	01/15/2019	4,090.78	BSC SKILLS TEACHER SALAR
1-230-100-101-01 -	901152019	01/15/2019	50.00	BSI- SUBSTITUTES
1-240-100-101- -	901152019	01/15/2019	2,828.70	BILINGUAL TEACHER SALARI
1-401-100-100- -	901152019	01/15/2019	666.75	COCURR SALARIES
1-402-100-100- -	901152019	01/15/2019	2,352.00	ATHLETICS SALARIES
20-218-100-101- -	901152019	01/15/2019	9,413.75	PSEA TEACHER SAL
20-218-100-106- -	901152019	01/15/2019	455.57	PSEA AIDES SAL
20-231-100-101- -	901152019	01/15/2019	7,523.37	TITLE I TEACHER SALARIES
Total # of Payments	41.00	Total Check Amount	159,721.98	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	901302019	01/30/2019	1,671.16	ATTEND SVCS- CLER SAL
11-000-213-104- -	901302019	01/30/2019	3,399.70	HEALTH SVC SALARIES
11-000-213-105- -	901302019	01/30/2019	474.49	HEALTH SVCS- CLER SAL
11-000-216-100- -	901302019	01/30/2019	3,055.45	SPEECH TEACHER SALARY
11-000-218-105- -	901302019	01/30/2019	959.45	GUID SECY/CLER SALARIES
11-000-219-104- -	901302019	01/30/2019	8,622.06	CST SALARIES
11-000-219-105- -	901302019	01/30/2019	948.97	CST SECY/CLER SALARIES
11-000-221-102- -	901302019	01/30/2019	8,936.35	CURR/INSTR SALARIES
11-000-221-104- -	901302019	01/30/2019	472.13	CURR/INSTR PROF SALARIES
11-000-221-105- -	901302019	01/30/2019	172.70	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	901302019	01/30/2019	343.37	CI OTHER SALARIES
11-000-230-100- -	901302019	01/30/2019	4,967.71	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	901302019	01/30/2019	181.29	TREASURER SALARIES
11-000-230-105- -	901302019	01/30/2019	905.36	GENERAL ADMIN- CLER SAL
11-000-240-105- -	901302019	01/30/2019	1,078.06	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	901302019	01/30/2019	4,027.62	BUSINESS ADMIN SALARIES
11-000-251-105- -	901302019	01/30/2019	916.62	BUS ADMIN/SECY SALARIES
11-000-262-110- -	901302019	01/30/2019	3,443.89	OPER/CUST SALARIES
11-000-262-110-OT -	901302019	01/30/2019	1,549.70	OPER/CUSTODIAL OT
11-000-266-100- -	901302019	01/30/2019	2,640.00	UE S SALS OF SEC G & INV
11-000-270-161- -	901302019	01/30/2019	1,805.52	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	901302019	01/30/2019	930.52	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	901302019	01/30/2019	7,237.47	KNDG TEACHER SALARIES
11-110-100-101-01 -	901302019	01/30/2019	335.00	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	901302019	01/30/2019	28,857.17	GR. 1-5 TEACHER SALARIES
11-130-100-101- -	901302019	01/30/2019	14,648.51	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	901302019	01/30/2019	285.00	GRADES 6-8 - SUBSTITUTES
11-190-100-106- -	901302019	01/30/2019	10,824.10	OTHER SALARIES-INSTR
11-204-100-101- -	901302019	01/30/2019	7,668.30	LLD TEACHER SALARIES
11-204-100-101-01 -	901302019	01/30/2019	1,025.00	LLD-SUBSTITUTES
11-204-100-106- -	901302019	01/30/2019	3,893.42	LLD PARA SALARY
11-213-100-101- -	901302019	01/30/2019	9,173.35	RR TEACHER SALARIES
11-230-100-101- -	901302019	01/30/2019	4,090.78	BSC SKILLS TEACHER SALAR
11-240-100-101- -	901302019	01/30/2019	2,828.70	BILINGUAL TEACHER SALARI
11-402-100-100- -	901302019	01/30/2019	2,352.00	ATHLETICS SALARIES
20-218-100-101- -	901302019	01/30/2019	9,413.75	PSEA TEACHER SAL
20-218-100-106- -	901302019	01/30/2019	896.07	PSEA AIDES SAL
20-231-100-101- -	901302019	01/30/2019	7,523.37	TITLE I TEACHER SALARIES
Total # of Payments	38.00	Total Check Amount	162,554.11	

HANDLE WITH CARE
Behavior Management System, Inc.

Bruce Chapman
President

Hilary Adler
Vice President

January 11, 2019

Beverly City School District
Superintendent, Dr. Elizabeth Giacobbe
601 Bentley Ave
Beverly, NJ 08010

11B

STANDARD HANDLE WITH CARE LICENSE AND CONTRACT

Handle With Care Behavior Management System, Inc., hereby grants:

A Handle With Care Instructor License for:
Carly Fanslau: cfanslau@beverlycityschool.org
To become the instructor for their new employer:
Beverly City School District
Superintendent, Dr. Elizabeth Giacobbe
egiacobbe@beverlycityschool.org
601 Bentley Ave
Beverly, NJ 08010

LICENSE FEE: \$ 625.00 Good until: August, 2019

In order for this license to be valid,
please mail check with a copy of this contract to:
Handle With Care
184 McKinstry Road
Gardiner, NY 12525

HANDLE WITH CARE

Behavior Management System, Inc.

Bruce Chapman
President

Hilary Adler
Vice President

RECERTIFICATION/RETRAINING

Annual Training is required to ensure the quality of training and to update Participants/Instructors on any refinements or changes in the technology. The Recertification Program enables an agency to maintain a full complement of Participants/Instructors by replacing inactive Participants/Instructors each year. Annual training is required for the agency to maintain its license to use and copy Handle With Care's program and materials. Agencies that are not current in their certification, and that do not have a training and licensing extension, will be responsible for discontinuing the use (and training) of HWC's program and materials. Agencies will be required to certify that HWC's program and materials have been collected and are not being used, trained or copied. Expert court testimony will only be provided to those agencies holding current certification.

A 30 day extension is automatically granted.

TRAINING SERVICES AND LICENSING AGREEMENT

These terms are incorporated by reference into every HWC training, all HWC Materials and HWC's Waiver. By attending or receiving access to HWC's training and/or materials, every agency and participant agrees to the following terms. This is a one-year limited use non-exclusive, not-for-resale license and services agreement, not a contract of sale.

Entity agrees that it is aware that there are inherent risks associated with any physical activity, including, but not limited to, physical training in behavior management, self-defense & physical restraint. Entity is fully informed of the content of the training being provided and fully accepts the inherent risks involved.

An entity contracting for on-site program may not invite outside entities i.e. agencies, facilities or schools without HWC's prior consent.

OWNERSHIP OF PROGRAM AND TRAINING. All property rights (including, but not limited to, the written manual, video, and performance of the verbal and physical components, techniques, team strategies, teaching methods, presentation methods and exercises, demonstrations, performances, workshops and seminars) in the manual and training program provided are owned by Handle With Care and are protected by United States Contract, Copyright, Trademark and Patent laws (International Rights Reserved), other applicable property laws, state and common laws and international treaty provisions. Handle With Care retains all rights not expressly granted. Nothing in this agreement shall grant to Agency or employee any rights, title or ownership interests in or to the Program, Training, Performance or Materials. Agency/Employee shall not remove, alter or otherwise obstruct any copyright notice, trademark notice, patent notice or other proprietary right notice placed on the Program, Program Materials or Training. You may not copy or train HWC's proprietary materials, software, training or programming, (collectively "HWC Materials") except as provided in this agreement Any copies that you are permitted to make pursuant to this agreement are subject to this agreement and must contain the same copyright and other proprietary notices.

OWNERSHIP OF DERIVATIVE WORKS.

184 McKinstry Road, Gardiner, N.Y. 12525
(845) 255-4031 •E-mail: HWCBruce@aol.com • Web Site: www.handlewithcare.com

HANDLE WITH CARE

Behavior Management System, Inc.

Bruce Chapman
President

Hilary Adler
Vice President

The creation of Derivative Works is not permitted except with prior written approval by HWC. Derivative works include but are not limited to video, including cell phone, and audio taping training. If a derivative work is made, then to the extent Agency, its employees, contractors or agents (collectively "Agency") conceive or create Derivative Works of the Licensed materials and programming, Agency acknowledges that such Derivative Works shall be solely and exclusively owned by HWC. HWC's contractual terms must be incorporated into or stated in the derivative work, and there has to be a copyright notice containing the year the derivative work was created and ownership i.e. ©2015. Handle With Care Behavior Management System, Inc. All rights reserved. Otherwise, Agency shall have no right to use or otherwise exploit such Derivative Works.

LEVELS OF CERTIFICATION.

There are three levels of certification that Handle With Care grants. Basic, Instructor and Master.

A Basic certification means that the student has mastered the training enough to implement it.

An Instructor certification means that the student has mastered the enough to teach it and certify "Basic" students.

Your agency and none of its employees has been granted Master certification and CANNOT train to the Instructor level.

LICENSING. Handle With Care hereby grants the Agency permission to use, and reprint (copy) the Participants' Manuals for basic students and the Instructor Manual and video for "Instructors" for a period of one year from the date of training/certification. These materials may only be distributed to employees receiving Handle With Care training. All Handle With Care materials, including the manuals, video, training must be kept under the cover page provided by Handle With Care that contains notice of copyright and trademark. All Handle With Care materials must be kept or maintained separate and distinct from all other materials, training or programs. The Participants' Manual may be copied one (1) for each "Basic" participant whereas the Instructors' Manual may be copied one (1) for each Handle With Care Certified Instructor. This provision supersedes any other contractual term or agreement written, implied or oral.

If the Entity is only contracting for the verbal program, there is a \$200 annual licensing fee for HWC Materials and Programming's continued use and training.

MISAPPROPRIATION. The party receiving the Handle With Care program and training acknowledges that the Program and Training contain proprietary information developed and owned by Handle With Care and agrees to treat the program as such. Trainee also agrees that he/she will not directly, indirectly or through use of a third party hire, solicit, entice, induce, recruit or employ or associate with, engage or interfere in any of Handle With Care's business, and that Employee/Agency will take all reasonable steps to prevent all parties under its control from using, copying, altering, incorporating, modifying, marketing, making money off of, capitalizing, defaming, re-selling, lending, leasing, renting, assigning or distributing the program, goodwill and training other than as expressly authorized by this agreement (including but not limited to reverse engineering or taking components of the program and marketing them under a different name or title). Agency shall promptly notify Handle With Care of any known unauthorized use and agrees

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HANDLE WITH CARE

Behavior Management System, Inc.

Bruce Chapman
President

Hilary Adler
Vice President

to reasonably cooperate with Handle With Care in any litigation including litigation brought by Program Owner against third parties reasonably necessary to protect its Program, Training, Performance, related property rights and confidential information.

Any requests for information about HWC's program including any requests for copies of HWC materials, by outside entities, shall be referred to HWC.

The agency/licensee may not sub-license, sell, lend, rent, transfer, assign or lease any portion of HWC's Materials (including any former versions) of the license granted under this agreement. If the licensee is not a natural person, but is a corporation, limited liability company partnership or other legal entity, the licensee shall be responsible for ensuring that all of its employees (or contractors) receiving HWC training or materials comply with the terms and conditions of this agreement.

CHOICE OF LAW. Unless otherwise agreed to in writing, this agreement is governed by New York law and venue in Ulster County, New York

TRAINING, CERTIFICATION AND RECERTIFICATION. Instructor Certification is valid for one year from date of training. Instructors are decertified at the end of one year, unless extension is granted in advance by Handle With Care in anticipation of a scheduled recertification program. A 30 day extension is automatically granted. Agencies, participants or instructors requesting extensions over 30 days will be charged a pro rated licensing fee beginning after the 30 day grace period.

Annual training in HWC's basic program is mandated for agencies/participants that only contract for HWC basic training in order to maintain the license to continue using HWC's program. Annual recertification of trainers is required for an agency and trainer to maintain their certification and license to teach and use HWC's program within the Agency. Agencies or participants who are not current in their training or certification that do not have or have not requested an extension, will be responsible for discontinuing the use of HWC's program and materials and will have to certify that HWC's materials have been collected and are not being used or copied, and that HWC's program is no longer being used or taught. Expert court testimony will only be provided to those agencies that are current on their training and licensing requirements.

TERMINATION. By contracting for Handle With Care training, the Trainee Agency acknowledges agreement to the terms and conditions in this contract. Upon the termination of any employee's employment with the licensee, the licensee shall ensure that the employee returns to the licensee all copies of HWC's Materials (in whatever form i.e. written, audio visual or electronic) in his/her possession.

The license granted under this agreement will terminate automatically if you violate any part of the agreement. In the event of such termination, all copies of HWC's Materials must be destroyed or immediately returned to HWC, at HWC's option. If the Trainee Agency needs to cancel already-scheduled dates, 30-day notice is required of this rescheduling or written consent by Handle With Care. Handle With Care retains the right to prematurely terminate this one year license agreement upon any material breach of this contract that agency fails to remedy within 30 days of receiving notice of such breach. We also reserve the right to cancel this contract if the agency commits any

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Vice President

act that could bring HWC or its principles into public disrepute, contempt, scandal or ridicule, uses excessive or unreasonable force or engages in illegal activity.

In the event of such termination, all copies of HWC's Materials must be destroyed or immediately returned to HWC, at HWC's option.

PAYMENT.

The agency agrees to supply any information needed to process payment when training dates are confirmed. Unless specified prior to delivery of service, payment is expected 15 days from the time training is delivered.

Respectfully submitted;



Bruce Chapman
President
BC:jbs

Contract terms accepted by:

Signature	Print Name	Date
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*A Uniform State
Memorandum of Agreement
Between Education
and
Law Enforcement Officials
2019 Revisions**

*Approved by the New Jersey Department of Law & Public Safety
and the New Jersey Department of Education*

*This document is a revision of the 1988, 1992, 1999, 2007, 2011, and 2015 versions of the State Memorandum of Agreement approved by the Attorney General and the Commissioner of Education and which is required in *N.J.A.C. 6A:16-6.2(b)13* through 14.

*The regulations at *N.J.A.C. 6A:16*, Programs to Support Student Development, are reviewed as new laws are passed and amendments may be presented to the State Board of Education. All related statutory language preempts any conflicts or inconsistencies with these regulations.

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Article 1. Preface

1.1. The Predecessor Agreements

In 1988, the Department of Law & Public Safety and the Department of Education issued a model agreement for use by local law enforcement and education officials. These agreements were eventually signed in communities across the state and documented the commitment by both professional communities to work together as co-equal partners to address the state's alcohol and other drug problems as they relate to school-age children. Regulations promulgated by the State Board of Education and codified at *N.J.A.C. 6A:16-6.2(b)* 13 through 14 establish uniform statewide policies and procedures for ensuring cooperation between education officials and law enforcement agencies; these policies and procedures are consistent with and complementary to the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (Agreement) approved by the Attorney General and the Commissioner of Education. The Memorandum of Agreement (Agreement) was revised by the Commissioner of Education and the Attorney General in 1992 and again in 1999 to account for new developments with respect to the scope and nature of the State's evolving alcohol and other drug problem and to address the problem of firearms and other weapons brought on to school grounds. The 2007 revisions, for the first time, addressed school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues of concern and provide clarification on issues such as child abuse reporting. The 2011 revisions have been made in response to the *Anti-Bullying Bill of Rights Act* (P.L.2010, c.122) and to address the assistance provided to attendance officers handling truancy matters. The 2015 version of the Agreement is in response to new provisions of State law that went into effect after the 2011 Agreement was disseminated, including the Overdose Prevention Act, *N.J.S.A. 2C:35-30* and *N.J.S.A. 2C:35-31*, and cyber-harassment, *N.J.S.A. 2C:33-4.1*. Issues that have been recently brought to the forefront, including Article 4.5, Hazing, and Article 4.4.6, Coordination of HIB and Criminal Investigations, have also been revised and clarified to assist school officials and law enforcement in their efforts. Additionally, relevant laws that had been previously omitted are now included, such as the Compassionate Use Medical Marijuana Act, *N.J.S.A. 24:6I-1*, and self-administration of medication by students for specific medical conditions, *N.J.S.A. 18A:40-12.3*.

1.2. 2019 Revisions

According to federal data released by the U.S. Department of Education Office for Civil Rights, students of color and students with disabilities are referred to law enforcement at a disproportionately higher rate than white students nationwide. Additionally, research shows that students who come in contact with the juvenile justice system, via arrest or court involvement, are more likely to drop out of school, not attend college and be incarcerated again in the future. In light of these national data, the New Jersey Juvenile Justice Commission conducted a study of school-based referrals to law enforcement during the 2015-2016 school year and found that 76% of all school-based referrals were for low-level offenses (4th degree/disorderly persons).

In response to concerns of disproportionality and how a student's school-based arrest and subsequent court involvement may negatively impact him or her, the most recent revisions reorganized and reframed the Agreement to 1) clarify the difference between mandatory and non-mandatory reports to law enforcement and 2) acknowledge the collaborative efforts of schools and law enforcement and highlight the necessity of these relationships. The revisions intend to assist school district officials and law enforcement in their understanding of how to best support youth who commit minor offenses at school and encourage partnerships between schools and law enforcement. The parties to this Agreement recognize the value of cooperation and communication with respect to drug, weapons, violence and school security problems as they relate to students and school grounds, and believe that entering into this Agreement will help them to be more effective in managing these problems through building relationships between educators and local law enforcement and creating open lines of communication.

Training and collaboration among both schools and law enforcement is necessary to ensure appropriate outcomes for all involved as incidents arise. The 2019 revisions seek to highlight the Annual Review Guidelines process required to approve the Agreement. Appendix 2 outlines the annual review process, which requires schools (President of the District Board of Education, Chief School Administrator, Executive County Superintendent) and law enforcement (Chief of Police, County Prosecutor) to meet each year to:

- 1) Review the Agreement
- 2) Discuss the implementation of the Agreement
- 3) Sign the Agreement

During the annual review, schools and law enforcement shall discuss the content of the Agreement, with a special focus on:

- 1) Which acts are mandatory reports to law enforcement and which acts are non-mandatory reports to law enforcement
- 2) The process by which schools may consult with law enforcement to discuss an incident, report an act in school, and obtain informal guidance about concerns
- 3) How law enforcement will respond to such calls
- 4) The process by which law enforcement may call schools to report an act outside of school
- 5) How schools will respond to such calls

Reports to law enforcement are required to be reported through the Student Safety Data System (SSDS). Reported to police is defined as: "An action by which a student is reported to any law enforcement agency or official, including a school police unit, for an incident that occurs on school grounds, regardless of whether official action is taken. Citations, tickets, court referrals, and school-related arrests are considered reports to law enforcement." As detailed in this Agreement, schools are permitted to **consult** with law enforcement regarding an offense in school to decide whether law enforcement action is warranted. These consults do not need to be included in the SSDS as reported to police. Mandatory and non-mandatory reports are discussed in further detail in Articles 3 and 4.

1.3. Nature of the Problem

The 1988, 1992, 1999, 2007, 2011, 2015, and 2019 issues of the Memoranda of Agreement have been designed to ensure cooperation between law enforcement and education officials and ultimately to protect the educational environment. The undersigned parties hereby recognize the need to update the Memorandum of Agreement and to reaffirm the commitment to work together as equal partners in addressing evolving problems and emergencies of mutual concern. While schools are generally safe places for students and staff members, a wide range of offenses are occasionally committed on school grounds¹. It is understood and agreed that the commission of any offenses on school grounds, whether directed at students, school employees, or school grounds, not only undermines the educational environment, but can directly endanger the safety and well-being of members of the school community and thus requires an appropriate and decisive response. It is further understood and agreed that there is a demonstrable need for law enforcement and education officials to cooperate and to share information, as appropriate, to address acts of violence or potential acts of violence by students that may occur off school grounds or at times other than during regular school hours, and that may involve victims or potential victims that are not members of the school community. Experience has shown that violent acts committed by children off school grounds can have serious deleterious effects upon the school community, just as acts of violence committed on school grounds can lead to further violence or retaliation at other places.

It is important for school officials to be familiar with this Agreement and how it complements the code of student conduct to establish standards, policies and procedures for positive student development and behavioral expectations (*N.J.A.C. 6A:16-7.1*). There are specific types of incidents where school officials are required to report a matter to law enforcement, which are outlined in Article 3.

For non-mandatory reports to law enforcement (i.e., voluntary), school officials are **encouraged** to refer to the school's code of student conduct and provide a graduated response to misconduct that provides a continuum of actions designed to remediate and impose more severe sanctions for continued misbehavior. While the majority of incidents will not rise to the level of a mandatory report and may be addressed solely by school officials, schools are encouraged to consult with law enforcement for any offense that they believe may warrant action outside of school, or should be brought to the attention of law enforcement. If law enforcement deems that

¹*Pursuant to N.J.A.C. 6A:16-1.3*, "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in *N.J.A.C. 6A:26-1.2*, playgrounds, and recreational places owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of the land.

action is necessary, law enforcement should embrace the use of stationhouse adjustments (see Article 4.2) as an alternative to filing a formal complaint, when appropriate.

1.4. Reasons for Special Concern

The parties to this Memorandum of Agreement are aware of and remain concerned by events that have occurred throughout the nation involving violence committed by youth and violence committed on youth by outsiders. The parties further recognize that no school is immune from the disruptive influence of alcohol and other drug abuse and distribution, vandalism, and violence. It is not our intention to cause undue alarm or to overstate the nature or magnitude of the problem. Nor is it our intention in any way to jeopardize the rights of students. To the contrary, we wish to emphasize that our goal is to safeguard the essential right of all students and school employees to enjoy the benefits of a school environment which is conducive to education and which is free of the disruptive influence of crime, violence, intimidation and fear. Accordingly, the parties to this Agreement recognize the need to have in place policies and procedures to appropriately and decisively manage these inherently dangerous and disruptive situations. It is our hope and expectation that by developing and publicizing the existence of clear policies, we can discourage the commission of serious offenses on school grounds and thereby protect the safety and welfare of all members of the school community.

Article 2. Liaisons; Law Enforcement Units

2.1. Liaisons

We, (*county prosecutor*) and (each law enforcement agency having patrol jurisdiction) shall each designate one or more persons to serve as a liaison to appropriate local and county school officials.

The (*executive county superintendent*) and the (*local chief school administrator of each school district*), pursuant to *N.J.A.C. 6A:16-6.2(b)1*, shall similarly designate one person to serve as a liaison to the county prosecutor's office and to the respective local law enforcement agency. Pursuant to *N.J.S.A. 18A:17-43.3*, the chief school administrator of each school district must designate the school safety specialist as the school district liaison with law enforcement. The roles and functions of these liaisons are to:

- facilitate communication and cooperation;
- identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
- act as the primary contact person between the schools and the affected law enforcement agencies;
- act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
- coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
- consult on the review of school safety and security plans, pursuant to *N.J.A.C. 6A:16-5.1*, and the review of approved model policies of the School Security Task Force.

2.1.1. Benefit of Law Enforcement Liaisons

It is understood that law enforcement officials have access to confidential information that may document that a juvenile offender has previously committed acts of delinquency outside of school grounds and about which school officials may therefore be unaware. These confidential law enforcement records may concern prior juvenile arrests, adjudications, dispositions, referrals to juvenile conference committees and station house adjustments. For this reason, the failure by school officials to refer a suspected offense to law enforcement authorities may unwittingly prevent the professional actors within the juvenile justice system, including law enforcement and family court officials, from identifying and dealing appropriately with juvenile offenders, and may thus prevent these actors from taking the steps that are necessary and appropriate to intervene, to address the juvenile's problems in a timely fashion and to protect the public safety. In order to enable school officials to make a more informed decision regarding whether to refer a suspected act of delinquency to law enforcement authorities, the parties to this Agreement understand the need for, and benefit of, establishing procedures by which law enforcement officials can explain the workings of the juvenile justice system and the options, services and resources that are available through that system to respond to juveniles' needs. It is expected that such ongoing dialogue will enable school officials to understand the likely consequences of a report involving a given offense. It also is hoped that in this way, law enforcement and school officials can work to dispel many of the myths about the juvenile justice system, and to develop a better understanding of the resources available to address the needs of juveniles who enter into this system or who are at risk of entering the system.

The (*designated law enforcement official*) and the county prosecutor must be available on an ongoing basis to explain to school officials the practices and procedures of the juvenile justice system with respect to the handling of juveniles suspected of, or formally charged with, acts of delinquency. The (*designated law enforcement official*) and the county prosecutor also must provide, on an ongoing basis, information concerning the services and resources available through the New Jersey Juvenile Justice System to deal with delinquent or at-risk youth and families in crisis, including stationhouse adjustments, referrals to Family Crisis Intervention Units, other pre-adjudication diversion programs, intervention services, and post-adjudication disposition options that are available in the county.

2.2. Consultation and Information Sharing

So as to foster and institutionalize the spirit of communication and cooperation underlying this Agreement, (*appropriate school and law enforcement personnel*) agree to participate in ongoing joint consultations. It is understood that the consultations shall include discussions of:

- a. The rules and regulations promulgated by the State Board of Education and codified at *N.J.A.C. 6A:16-6*, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety and *N.J.A.C. 6A:16-5*, School Safety and Security, as appropriate;

- b. The Comprehensive Drug Reform Act, focusing especially on those provisions affecting juveniles or that are designed to protect children and to displace drug trafficking activities from areas adjacent to schools;
- c. The United States Supreme Court decision in *New Jersey v. T.L.O.* and the *New Jersey School Search Policy Manual*;
- d. Federal and state laws and regulations on the confidentiality of alcohol and drug counseling and treatment;
- e. The warning signs of which school staff members should be aware that indicate a student may be abusing chemical substances or is at risk of committing an act of violence involving firearms or other deadly weapons;
- f. The scope and nature of the problem concerning firearms and other dangerous weapons on school grounds; and
- g. Training needs to support school safety and security and the effective implementation of the Agreement, including the exchange of information regarding the practices of the school district and law enforcement agencies, pursuant to *N.J.A.C. 6A:16-6.2(b)12*.

2.3. Safe Schools Resource Officers

The Attorney General's Education-Law Enforcement Working Group has developed resource material for a Safe Schools Resource Officer Program, recognizing that the presence of a police officer can be a deterrent in fighting drug use and sales and other forms of criminal behavior in schools. School districts and law enforcement agencies will comply with the training requirements of P.L. 2005, c. 276, (*N.J.S.A. 52:17B-71.8; N.J.S.A. 18A:17-43.1*) for safe schools resource officers and for the school district liaison to law enforcement, as soon as practicable. Besides enhancing school safety and security and facilitating the handling of delinquency complaints, the assignment of a safe schools resource officer on a full or part-time basis can help to enhance the working relationship between education and law enforcement officials. Most importantly, a Safe Schools Resource Officer program provides these specially trained officers an opportunity to interact with children in positive and constructive ways. It is understood and agreed that the parties to this Agreement shall, during the course of the annual conference convened, pursuant to Article 10 of this Agreement, discuss the feasibility and desirability of implementing this form of relationship.

Pursuant to *N.J.S.A. 40A-146.10*, signed in November 2016, Class Three special law enforcement officers may provide security and may also provide the role of SRO when schools are in session or occupied by students or staff.

2.4. Creation of Law Enforcement Units as Authorized by the Family Educational Rights and Privacy Act (FERPA)

Each school district shall consider designating one or more law enforcement units for the district, as provided under FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8. The term "law enforcement unit" means any individual, office, department, division or other component of an educational agency or institution, such as a school administrator or a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to enforce any local, State or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State or Federal law against any individual or organization other than the agency or institution itself; or maintain the physical security and safety of the agency or institution. [34 C.F.R. 99.8(a)(1)]. The law enforcement unit may be only one person, and does not have to be a law enforcement officer. All school security equipment shall be the responsibility of the law enforcement unit. All school security records, including but not limited to, school security campus or school bus videotapes, records relating to weapons screening devices, visitor logs, and any records of interviews relating to potential violations of the law are created and maintained by the designated law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(B)(ii)] and may be voluntarily turned over to law enforcement without a subpoena.

Article 3. Obligation to Report Offenses and Preserve Evidence: Mandatory Reports

3.1. Mandatory Report Offenses Summary

It is important for school officials to be familiar with this agreement and how it complements the principles of the code of student conduct regulations to establish standards, policies and procedures for positive student development and behavioral expectations (*N.J.A.C. 6A:16-7.1*). While the majority of incidents may be addressed solely by school officials, there are specific types of incidents where school officials are required to report a matter to law enforcement. By outlining these mandatory reports, the Agreement helps ensure consistency among school districts.

There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail under Article 3 of this Agreement. These mandatory reports include:

- Whenever any school employee has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to *N.J.A.C. 6A:16-6.3* (Article 3.2);
- Whenever any school employee in the course of his or her employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student

or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to *N.J.A.C.* 6A:16-5.5, 5.6(d)4 and 6.3(b) (Article 3.6);

- Whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to *N.J.A.C.* 6A:16-6.3(c) through (e) (Article 3.10);
- Whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to *N.J.A.C.* 6A:16-6.3(d) (Article 3.12);
- Whenever any school employee in the course of his or her employment develops reason to believe that an assault upon a teacher, administrator, other school board employee, or district board of education member has been committed, with or without a weapon, pursuant to *N.J.A.C.* 6A:16-5.7(d)5 (Article 3.14);
- Whenever any school employee in the course of his or her employment develops reason to believe a "bias-related act" has been committed or is about to be committed on or off school grounds, pursuant to *N.J.A.C.* 6A:16-6.3(e) (Article 3.16); and
- Whenever any school employee in the course of his or her employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to *N.J.A.C.* 6A:16-11.1(a)3i through iii (Article 3.17).

Exceptions apply, as outlined below.

3.1.1. Law Enforcement Response to Mandatory Reports

Specific response to mandatory reports are noted by offense type in the following sections. A mandatory report to law enforcement does not preclude the law enforcement agency's ability to investigate the act and decide that no further action is needed, or recommend a stationhouse adjustment, as outlined in Article 4.2.

3.2. Requirement to Report Offenses Involving Controlled Dangerous Substances

Subject to the provisions of Article 3.3 of this Agreement and *N.J.A.C.* 6A:16-6.2(b)9 and 6.3(a), school officials must immediately notify (*police department and/or prosecutor*) whenever any school employee has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to *N.J.A.C.* 6A:16-4.3(a)3i. Per *N.J.S.A* 24:21-2, "controlled dangerous substance" means a drug, substance, or immediate precursor in Schedules I through V of article 2 of *P.L.* 1970, c.226 (C.24:21-1 et seq.). A non-exhaustive list of controlled dangerous substances (CDS) are detailed in sections 3.2.1 through 3.2.4.

3.2.1. Anabolic Steroids, "Jimson Weed," and "Date Rape" Drugs

The parties to this Agreement understand that in 1991, the New Jersey Commissioner of Health promulgated rules and regulations which classify anabolic steroids as Schedule III CDS. The parties to this Agreement recognize that the problem of the unlawful use of anabolic steroids by school-age children is a particularly serious one, and that this problem is not limited to student athletes, but also involves students who use these especially dangerous substances with the intent to enhance their physical appearance. The parties to this Agreement recognize that these substances often have profound, long-term adverse side effects, and that their unlawful use by children cannot be tolerated. The parties to this Agreement also understand that it is illegal in New Jersey to use, possess, or distribute any stramonium preparation, commonly referred to as "Jimson weed", and that it also is illegal for any person to distribute or possess substances sometimes referred to as "date rape" drugs, including gamma hydroxybutyrate (GHB), Rohypnol (roofies), and flunitrazepam (*N.J.S.A.* 2C:35-5.2 and 5.3, effective August 8, 1997; *N.J.S.A.* 2C:35-2 and 2C:35-10.5).

3.2.2. Designer Drugs

Over the years, modifications to CDS have resulted in the creation of "designer drugs." Structurally or functionally similar to banned CDS, designer drugs are created to mimic the effects of a CDS, while initially avoiding the CDS classification and therefore giving the illusion of legality to these products. In recent years, designer drugs such as "bath salts" (synthetic cathinones) and "synthetic marijuana" (synthetic cannabinoids) have increased in popularity, resulting in initial widespread availability. Many of these products were and continue to be falsely labeled as "not for human consumption," "for novelty use only," "plant food" or "bath salts" to conceal from law enforcement their true nature.

Due to the danger of these products, especially among youth in New Jersey, the Division of Consumer Affairs acted to ban synthetic cannabinoids (see February 29, 2012 Order of Thomas Calcagni, former Director of the Division of Consumer Affairs). The United States Drug Enforcement Administration followed, subsequently scheduling many synthetic cannabinoids and cathinones as controlled substances, therefore outlawing them.

3.2.2.1. Considerations when Reporting Designer Drugs to Law Enforcement

The manipulation of chemical compounds to avoid the controlled substance designation while providing the same effects as the banned substances continues, and both educators and law enforcement must be mindful of designer drugs in school settings and among our youth. At the time of the release of this MOA, only designer drugs such as synthetic cannabinoids and cathinones have been declared as CDS and are required to be reported to law enforcement (see section 3.2.2).

All designer drugs, in addition to the two designer drugs noted above that have been declared CDS and must be reported to law enforcement, should be deemed to be a serious matter that should be handled in accordance with the district board of education's approved student code of conduct and any other applicable policies and procedures. With the exception of

synthetic cannabinoids and cathinones, designer drugs are not required by New Jersey law to be reported to law enforcement, but may be required under district policy or procedure to be reported to law enforcement in accordance with the provisions of this Agreement.

3.2.3. Prescription Controlled Dangerous Substances

The Centers for Disease Control and Prevention (CDC) classified prescription drug abuse as the fastest growing drug problem in the United States. Rates of prescription drug misuse (when an individual uses a medication for a reason other than prescribed or in a different manner than prescribed, or when an individual takes a medication not prescribed for him or her) and abuse are increasing at alarming rates, especially among youth. Because these medications are incorrectly believed to be safer because they are manufactured by companies, the dangers and potential for abuse associated with these medications is often overlooked or ignored. Access to prescription CDS is also easier than with traditional CDS, as they are often located in the home medicine cabinet.

The Substance Abuse and Mental Health Services Administration (SAMHSA), a federal health agency, reported that in 2015, 18.9 million people in the United States age 12 or older had misused prescription psychotherapeutic drugs, including CDS such as pain relievers, tranquilizers, stimulants and sedatives, in the past year. Moreover, the prevalence of prescription medication has led to an increase in misuse of prescription CDS stimulants among youth as study aids, and among prescription opioids and benzodiazepines as party drugs. Educators must be mindful that, absent a filed certification and medical plan as described in Article 4.1, students should not be in possession of CDS prescription medication on school grounds. Educators and law enforcement must focus on evidence-based prevention education and be alert for signs and symptoms of misuse and abuse in our students.

3.2.3.1. Considerations when Reporting Prescription Drugs to Law Enforcement

While possession of a CDS or related paraphernalia and distribution activities regarding CDS are required to be reported to law enforcement (see Article 3.2), students may also misuse or be in possession of prescription drugs that are not CDS. Possession or misuse of any drug should be deemed to be a serious matter that should be handled in accordance with the district board of education's approved student code of conduct and any other applicable policies and procedures. Non-CDS prescription drugs are not required by New Jersey law to be reported to law enforcement, but may be required under district policy or procedure to be reported to law enforcement in accordance with the provisions of this Agreement.

3.2.4. Opioids

In 2018, the CDC reported that drug overdoses killed 63,632 Americans in 2016 with nearly two-thirds of these deaths (66%) involved a prescription or illicit opioid. In New Jersey, heroin and opioid use has increased to epidemic proportions. One cause of this crisis is the overabundance of prescription opioids, with an estimated four out of five new heroin users beginning their addiction by misusing prescription pain killers. Unfortunately, sports activities, accidents or other causes may also lead to injury and, in rare cases, result in pain that is severe or

long-lasting enough to require a prescription opioid painkiller. According to the New Jersey State Interscholastic Athletic Association, about a third of young people studied obtained pills from their own previous prescriptions (i.e., an unfinished prescription used outside of a physician's supervision), and 83 percent of adolescents had unsupervised access to their prescription medications. Nationally, it is estimated that an American dies every 19 minutes from an overdose of heroin or prescription opioids. Between 2014 and 2015, drug overdose deaths increased by nearly 22 percent, and nearly 1,600 people lost their lives to narcotics in New Jersey. This scenario has played out in New Jersey and across the country without regard to race, gender, age, or social class.

Another cause of this crisis is the early use by children of CDS and other illicit substances, with evidence showing that if a child tries any drug by the age of 13, he or she has a 70% probability of developing an addiction by the age of 20. An estimated 20% of adolescents who have current prescriptions for opioid medications report using those medications intentionally to get high or increase the effects of alcohol or other drugs.

3.3. Exceptions to Mandatory Reports of Offenses Involving Controlled Substances

3.3.1. Non-Applicability to Treatment Program Records and Information

Nothing in this Agreement or in *N.J.A.C. 6A:16-6.5* shall be construed in any way to authorize or require a report or transmittal of any information or records in the possession of a substance abuse counseling or treatment program in violation of any state or federal confidentiality law or regulation, and such information or records must be strictly safeguarded in accordance with applicable state and federal laws and regulations.

3.3.2. Voluntary Self-Report

Pursuant to *N.J.A.C. 6A:16-6.3(a)3*, reporting to law enforcement is not mandatory when a student has voluntarily and on his or her own initiative sought treatment or counseling for a substance abuse problem, provided the student was not involved in drug distribution activities and further provided the student participates in an appropriate treatment or counseling program.

For the purposes of this Agreement and pursuant to N.J.A.C. 6A:16-6.3(a)3i, an admission by a student of a violation of the Comprehensive Drug Reform Act which is in response to questioning initiated by a law enforcement officer or school employee does not constitute a voluntary, self-initiated request for counseling and treatment.

3.3.3. Overdose Prevention Act

School officials and law enforcement officers must also be mindful of the immunity provisions of the Overdose Prevention Act, codified at *N.J.S.A. 2C:35-30* and *N.J.S.A. 2C:35-31*, and Attorney General Law Enforcement Directive 2013-1, seeking to ensure uniform statewide enforcement of the law. On May 13, 2013, Governor Christie signed the Act into law, the overarching purpose of which is to encourage individuals to seek medical assistance whenever a drug overdose occurs. Specifically, the Act provides that when a person, in good faith, seeks

medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose must not be arrested, charged, prosecuted, or convicted for certain specified criminal offenses enumerated in *N.J.S.A. 2C:35-30(a)(1-6)* and *N.J.S.A. 2C:35-31(a)(1-6)* involving the use or simple possession of controlled dangerous substances. The Act does not limit in any way the ability of law enforcement to investigate, arrest, or prosecute an offense involving the manufacture, distribution, or possession with intent to distribute an illicit substance or paraphernalia or other drug-offenses. Attorney General Directive 2013-1 expanded the immunity provisions of the Act beyond its plain language to encompass the spirit of the law by providing immunity to others present at the scene of the overdose event if those other persons were made aware of and participated in the request for medical assistance, even if only one person actually placed the call to 9-1-1. As Attorney General Directive 2013-1 made clear, the immunity feature of the Act does not extend to simple use or possession drug offenses that come to the attention of law enforcement by independent means.

Law enforcement and educators should also be mindful of P.L. 2009, c.133, the "9-1-1 Lifeline Legislation," which provides immunity for underage use and possession of alcohol for up to three people (including the individual in need of medical assistance) when 9-1-1 is called for an alcohol poisoning-related medical emergency. To be eligible for the immunity, the underage persons must be the first to place the 9-1-1 call, must provide their names to the 9-1-1 operator, must remain on the scene of the event, and must cooperate with law enforcement and medical responders.

3.3.4. Students Suspected of Being Under the Influence of Alcohol or Other Drugs

Pursuant to *N.J.A.C. 6A:16-4.3(a)3* and *6.3(a)4*, school officials may, **but need not**, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. In each instance of a report to law enforcement authorities of a student suspected of being under the influence of alcohol or other drugs, pursuant to *N.J.S.A. 18A:40A-12(a)* and *N.J.A.C. 6A:16-4.3(a)*, or of a student suspected of using of anabolic steroids, pursuant to *N.J.S.A. 18A:40A-12(b)* and *N.J.A.C. 6A:16-4.3(b)*, the student must receive the required medical examination, pursuant to *N.J.S.A. 18A:40A-12* and *N.J.A.C. 6A:16-4.3(a)2 et seq.* or *(b)2 et seq.*, as appropriate.

3.3.5. Possession or Consumption of Alcoholic Beverages

The parties to this Agreement recognize that public attention has been focused on the problem of alcohol consumption on school grounds. Surveys of New Jersey's high school students consistently report that alcohol continues to be by far the most commonly used chemical substance by school-age children. The parties to this Agreement recognize and reaffirm that alcohol remains an illicit substance for underage persons, and that alcohol offenses, especially those occurring on school grounds, are serious matters that warrant a decisive and predictable response.

It is understood that it is unlawful for a person under the age of 21 to purchase or knowingly consume an alcoholic beverage on school grounds (see *N.J.S.A. 2C:33-15* and

N.J.A.C. 6A:16-4 et seq.). So too, it is an offense for an adult to bring or possess an alcoholic beverage on school grounds without the express written permission of the school board, chief school administrator or building principal. See *N.J.S.A. 2C:33-16*. It is agreed and understood that these statutes are designed to protect children and the educational environment and that violations of these statutes should be deemed to be serious matters and may be reported to law enforcement, and any reporting must warrant immediate response by law enforcement authorities in accordance with the provisions of this Agreement.

3.3.6. Self-Administration of Medication by Students

Law enforcement and educators should be aware that, pursuant to *N.J.S.A. 18A:40-12.3*, self-administration of medication by students is permitted for specific medical conditions, including asthma, life-threatening allergies and other potentially life-threatening medical conditions. The student must be permitted to self-administer medication provided that

- (i) the student's parent or guardian submits to the board of education a written certification from the student's physician specifying the specific medical condition necessitating self-administration, the medication to be administered, and the fact that the student is capable of and has been instructed in the proper method for self-administration of the medication;
- (ii) the student's parent or guardian submits to the board of education written authorization from the parent or guardian for self-administration of the medication by the student;
- (iii) the board of education informs the student's parent or guardian, in writing, that the district, its employees, and its agents must incur no liability as a result of the student's self-administration of medication; and
- (iv) the student's parent or guardian signs a statement acknowledging that the district, its employees, and its agents must incur no liability as a result of the student's self-administration of medicine, and that they (the student's parent or guardian) will indemnify and hold harmless the district, its employees, and its agents against claims arising out of the student's self-administration of medication.

In addition, the school nurse must maintain the student's Individualized Health Care Plan (IHCP) and Individualized Emergency Health Care Plan (IEHCP) documenting the student's medical needs and the need for self-administration of the specified medication, pursuant to *N.J.A.C. 6A:16-2.3(b)3xii*. For example, students with asthma who meet the above criteria may carry an inhaler such as a rapid-acting bronchodilator. Likewise, students with life-threatening allergies may carry one or two epinephrine auto-injector mechanisms and an oral or lingual form of Benadryl (antihistamine), if they too meet the above criteria. Students with diabetes may carry either an insulin pump or injectable insulin, if they similarly meet the above criteria. Students with other life-threatening medical conditions may have a medication order for other specific medication which may, if the above criteria are met, be self-administered.

3.3.7. Compassionate Use Medical Marijuana Act

On January 18, 2010, the Compassionate Use Medical Marijuana Act (CUMMA) (*N.J.S.A. 24:6I-1 et seq.*) was signed into law. The purpose of CUMMA is to protect from arrest, prosecution, property forfeiture, criminal and other penalties, those patients who use marijuana to alleviate suffering from debilitating medical conditions, as well as their physicians, primary caregivers, and those who are authorized to produce marijuana for medical purposes. CUMMA expressly provides that it does not authorize a person to smoke marijuana in a school bus or on any school grounds. As to smoking medical marijuana at such protected locations, CUMMA expressly provides that the patient “shall be subject to such penalties as provided by law.” Although this provision of CUMMA applies only to smoking marijuana in certain specified places, district boards of education are encouraged to consult with their attorney about the oral consummation of medical marijuana at any of the protected locations. The Department of Health has promulgated regulations for the implementation of CUMMA and serves as the lead state agency in developing the Medicinal Marijuana Program (MMP) in the state of New Jersey.

The Office of the Attorney General developed Enforcement Guidelines to provide law enforcement with guidance and instruction on key provisions of CUMMA. This document is available at the Division of Criminal Justice website under [Attorney General Guidelines](#). The MMP, in cooperation with the Department of Law and Public Safety, has established an MMP Identification Card validation process. Law enforcement personnel that encounter or have questions regarding the validity of an MMP Identification Card should contact the New Jersey State Police, Regional Operations Intelligence Center (ROIC), for Identification Card validation.

As of January 23, 2018, the MMP has five Alternative Treatment Centers in operation in New Jersey. NJ Exec. Order No. 6 (Jan. 23, 2018), 50 N.J.R. 885(a). They are (1) Compassionate Care Foundation, Inc., in Egg Harbor Township, (2) Greenleaf Compassion Center in Montclair, (3) Garden State Dispensary in Woodbridge, (4) Breakwater Alternative Treatment Center in Cranbury, and (5) Curaleaf NJ, Inc., in Bellmawr. These facilities are presently dispensing medicinal marijuana in raw vegetative form only. They are in the process of developing protocols for the manufacture of lozenge, topical formulations and edible products. These products will be available in the future and will be lawfully dispensed, possessed and utilized by patients that are registered with the MMP. As these products become available, law enforcement will be notified and provided with appropriate instruction on identification. Additional information regarding the Medicinal Marijuana Program is available from the [New Jersey Department of Health](#).

3.3.8. Electronic Smoking Devices

“Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances (e.g., marijuana) to the person inhaling from the device, including, but not limited to, an electronic cigarette, vape pen, cigar, cigarillo, or pipe. *N.J.S.A. 26:3D-55* bans the use of electronic smoking devices in public places and workplaces, including, but not limited to public and nonpublic elementary or secondary school buildings, board of education buildings and any area of any building of, or on the grounds of, any public or nonpublic

elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors.

Schools are encouraged to develop policies surrounding the use and/or possession of electronic smoking devices. Electronic smoking devices should only be reported to law enforcement when there is reasonable suspicion that the device is being used as a nexus for marijuana or other illegal drugs.

3.4. Securing Controlled Substances and Paraphernalia

Whenever a school employee seizes or comes upon any substance believed to be a controlled dangerous substance or drug paraphernalia, school officials *must immediately* advise the (*local law enforcement agency having patrol jurisdiction*) and must secure the substance or item pending the response by (*law enforcement agency*) to retrieve and take custody of the substance or paraphernalia, pursuant to *N.J.A.C. 6A:16-6.2(b)8* and *6.4*. School employees having custody of the substance or item must take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or use by any person. In accordance with the requirements of law (*N.J.S.A. 2C:35-10c*, it is understood that under no circumstances may any person destroy or otherwise dispose of any controlled dangerous substance or drug paraphernalia except by turning over such substance or item to the responding law enforcement officer.

3.5. Law Enforcement Response to Mandatory Controlled Substance Reports

The (*law enforcement agency*) must dispatch an officer as promptly as possible to take custody and secure the controlled dangerous substance or drug paraphernalia. School officials must provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure, including the identity of any person(s) from whom the substance or item was obtained.

3.5.1. Exception to Identity Disclosure

School officials need not provide information concerning the identity of a student from whom the controlled dangerous substance or item was obtained where the substance or item was turned over by a student to a student assistance coordinator or other individual who holds either a school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel service endorsement on the Educational Services Certificate in the course of, or as a result of, school-based intervention, assessment, referral for evaluation, evaluation or referral for treatment, as those terms are defined in *N.J.A.C. 6A:16-1.3* and delineated in *N.J.A.C. 6A:16-3.1* or participation in a community-based substance abuse treatment program where:

- 1) the student voluntarily and on his or her own initiative turned over the substance to a school employee;
- 2) there is no reason to believe that the student was involved in distribution activities;
- 3) the student participates in an appropriate school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program,

pursuant to *N.J.A.C.* 6A:16-3.1 or community-based alcohol or other drug abuse treatment program.

Nothing in this paragraph must be construed in any way to authorize or require a referral or transmittal of any information or records in the possession of a school-based alcohol or other drug abuse intervention, referral for evaluation, referral for treatment or continuity of care program or a community-based substance abuse treatment program where such referral or transmittal would constitute a violation of state or federal confidentiality laws or regulations, and such information or records must be strictly safeguarded in accordance with applicable state and federal laws and regulations.

3.6. Requirement to Report Incidents Involving Firearms and Dangerous Weapons

Subject only to the provisions of Articles 7.4 and 9 of this Agreement, it is agreed that (*designated school official*) must immediately notify (*designated law enforcement official*) whenever any school employee in the course of his or her employment, pursuant to *N.J.A.C.* 6A:16-5.5 and 6.3(b), develops reason to believe that a firearm or ammunition has unlawfully been brought onto school grounds, or that any student or other person is in unlawful possession of a firearm or ammunition, whether on or off school grounds, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds.

In addition, (*designated school official*) must immediately notify (*designated law enforcement official*) whenever any school employee in the course of his or her employment comes upon a non-firearm weapon that was **actually used or threatened to be used** in committing an offense, including weapons used to commit assault upon a teacher, administrator, other school board employee, district board of education member, or another student on school grounds, pursuant to *N.J.S.A.* 18A:37-2.2 through 2.5. Law enforcement **must be notified** when the weapon seized is any switchblade, gravity, or ballistic knife, stun gun, or metal knuckles, whether or not the weapon was actually used or threatened to be used.

3.7. Exceptions to Mandatory Firearms and Dangerous Weapons Reports

Whenever a school employee seizes a dangerous weapon that was not actually used or threatened to be used in committing an offense, the school employee *may, but need not* consult (*designated law enforcement official*) to decide whether the offense warrants law enforcement action.

In deciding whether to report the presence or seizure of a non-firearm weapon that was not actually used or threatened to be used in committing an assault or other offense, the (*school official*) and (*designated law enforcement official*) must consider:

- 1) the nature of the weapon;
- 2) any lawful purposes that it might have;
- 3) the age of the student; and
- 4) the student's intent.

It is generally not necessary to report the seizure of small pen knives or Swiss-Army style knives. It is further understood and agreed that school officials should consult with law

enforcement regarding the seizure of a utility or "box-cutter" knife where the unlawful use of such knives as weapons is a serious problem in the school and where the student has no explainable lawful purpose for possessing such an instrument.

Procedures to secure this weapon are handled the same as below.

3.8. Securing Firearms, Ammunition and Dangerous Weapons

Whenever a school employee seizes or comes upon (1) a firearm, (2) ammunition for a firearm, or (3) a non-firearm weapon that was actually used or threatened to be used in committing an offense the school officials *must, immediately* advise (*designated law enforcement official*) and secure the firearm, ammunition or non-firearm weapon pending the response by the (*law enforcement agency*), and pursuant to *N.J.A.C. 6A:16-6.2(b)8* and 6.4, retrieve and take custody of the firearm, ammunition or non-firearm weapon. School employees having custody of a firearm, ammunition or dangerous weapon must take reasonable precautions, per local board of education procedures, to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances may any person destroy or otherwise dispose of any seized or discovered firearm, ammunition or non-firearm weapon except by turning over such firearm, ammunition or non-firearm weapon to the responding police officer.

3.8.1. Advice on Weapons

It is understood that new weapons have evolved and proliferated that are readily concealable and easily disguised. For example, dangerous knives can be disguised as belt buckles and other seemingly innocuous items. Accordingly, the (*designated law enforcement agency*) and the county prosecutor must be available on an ongoing basis to provide school officials with information and advice about such weapons and their prevalence in the district or in the county so that they may be readily identified by school officials.

3.9. Law Enforcement Response to Mandatory Firearms and Weapons Reports

The (*law enforcement agency*) receiving information about the existence of an unlawful firearm on school grounds or the actual or threatened use of a non-firearm deadly weapon pursuant to Article 3.6 of this Agreement *must immediately* dispatch an officer to take custody and secure the firearm or other weapon. Except as may be specifically provided in Articles 7.4 and 9 of this Agreement, school officials must provide to the responding law enforcement officer information necessary to establish the chain of custody and the circumstances of the seizure or discovery of the firearm or other weapon, including the identity of any person(s) from whom the firearm or other weapon was obtained.

3.9.1. Interdiction of Weapons

It is understood and agreed that the (*law enforcement agency*) must make every reasonable effort to effect the arrest of any student believed to be in the unlawful possession of a firearm or other dangerous weapon while the student is not on school grounds, to prevent whenever possible the bringing of such firearm or weapon onto school grounds. When this is not feasible, the (*law enforcement agency*) must scrupulously comply with the notification requirements for planned arrests as set forth in Article 6.4 of this Agreement.

3.10. Requirement to Report Incidents Involving Planned or Threatened Violence

Notwithstanding any other provision of this Agreement, it is agreed that (*school official*) must immediately notify (*law enforcement agency*) whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to *N.J.A.C. 6A:16-6.3(c) through (e)*. In making these determinations, the school official should employ risk management and assessment tools. Chapter 7 of New Jersey Department of Education publication titled *School Safety and Security Manual: Best Practices Guidelines* provides an approach to behavioral assessment and risk determination. Specifically, section 7.2., the Four-Pronged Threat Assessment Model, addresses evaluation of persons making threats.

The school official must provide to the responding law enforcement agency all known information relevant to the threat, including but not limited to any historical or background information concerning the person's behavior or state of mind. For the purposes of this reporting requirement, the threatened or planned act of violence need not be imminent, and the intended victim of the violent act need not be aware of the threat. Nor must it be relevant for the purposes of this reporting requirement that the intended victim is not a student or member of the school community, or that the violent act is not intended to be committed on school grounds. The parties to this Agreement understand and agree that students who make a credible threat of harm to themselves or others should be taken seriously. Accordingly, the provisions of this paragraph must be liberally construed with a view toward preventing future acts of violence.

3.11. The New Jersey Office of Homeland and Security Response to Planned or Threatened Violence

The New Jersey Office of Homeland and Security receiving information about a threatened, planned, or intended act of violence pursuant to Article 3.10 of this Agreement agrees to promptly dispatch an officer, or immediately dispatch an officer where the circumstances so warrant, to undertake an investigation and to take such actions as may be appropriate and necessary to prevent the threatened, planned, or intended act of violence from occurring. Further, under the March 26, 2018, update to Attorney General Directive 2016-7, the law enforcement agency must immediately report any suspicious activity "with a possible nexus to terrorism or other criminal activity related to terrorism," which includes threats of violence

directed at schools, to the appropriate County Terrorism Coordinators and the Counterterrorism Watch Section of the New Jersey Office of Homeland Security.

3.12. Requirement to Report Sexual Offenses

Subject only to the provisions of Article 7.4 and 9 of this Agreement, it is agreed that *(designated school official) must immediately notify (designated law enforcement official)* whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to *N.J.A.C. 6A:16-6.3(d)*. When the school official designated as the liaison for law enforcement is the person under investigation, school districts are encouraged to have a plan in place on who should report to law enforcement (e.g., the liaison's supervisor or the chief school administrator).

3.13. Law Enforcement Response to Sexual Offenses

The *(law enforcement agency)* receiving information about sexual penetration or criminal sexual contact pursuant to Article 3.12 of this Agreement must promptly dispatch an officer, or immediately dispatch an officer where the circumstances so warrant, to undertake an investigation and to take such actions as may be appropriate and necessary to prevent future sexual offenses from occurring.

3.14. Requirement to Report Assaults on District Board or Education Members or Employees

Subject only to the provisions of Articles 7.4 and 9 of this Agreement, it is agreed that *(designated school official) shall immediately notify (designated law enforcement official)* whenever any school employee in the course of his or her employment develops reason to believe that a student committed assault, as defined under *N.J.S.A. 2C:12-1(a)1*, not involving the use of a weapon or firearm, upon a teacher, administrator, other school board employee, or district board of education member, with or without a weapon, pursuant to *N.J.A.C. 6A:16-5.7(d)5*.

3.15. Law Enforcement Response to Assaults on District Board or Education Members or Employees

The *(law enforcement agency)* receiving information about an assault on district board or education members or employees pursuant to Article 3.14 of this Agreement agrees to promptly dispatch an officer, or immediately dispatch an officer where the circumstances so warrant, to undertake an investigation and to take such actions as may be appropriate and necessary to prevent future assaults.

3.16. Requirement to Report Bias-Related Incidents

In accordance with *N.J.A.C.* 6A:16-6.3(e), school employees must notify the principal and chief school administrator when they develop reason to believe a “bias-related act”², has been committed or is about to be committed on school grounds, or has been or is about to be committed by a student on or off school grounds, and whether such offense was or is to be committed during operating school hours, or a student enrolled in the school has been or is about to become the victim of a bias-related act on or off school grounds, or during operating school hours. The principal and chief school administrator, in turn, should promptly notify the local law enforcement agency and the bias investigation officer for the county prosecutor’s office.

A “bias-related act” means an act that is directed at a person, group of persons, private property, or public property that is motivated in whole or in part by race, color, national origin, ethnicity, gender, gender identity or expression, disability, religion, or sexual orientation. A bias-related act need not involve conduct that constitutes a criminal offense. Note that all hate crimes and bias-intimidation crimes are also bias-related acts, but that not all bias-related acts will constitute a hate crime or bias-intimidation crime. A “hate crime”³ is defined as any criminal offense in which the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, gender, gender identity or expression, disability, religion, sexual orientation, ethnicity, or national origin.

3.16.1. Considerations when Reporting Bias-Related Acts

N.J.A.C. 6A:16-6.3(e) requires schools to notify the law enforcement agency and the county prosecutor’s office of bias-related acts (whether committed or about to be committed) as described above. Under the authority of a separate agreement entitled *Responding to Hate Crimes and Bias-Related Acts*, the principal of the school, or his or her designee, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety, or well-being of any student, school employee, or member of the general public when making the notification to the law enforcement agency and the county prosecutor’s office.

Bias-related acts may also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student’s parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the ABR.

3.17. Requirement to Report Potentially Missing, Abused, or Neglected Children

² For the purposes of this document, “bias related act” includes and is used interchangeably with the term “bias incident”. The term “bias incident” is utilized in the 2000 Attorney General’s Guidelines on Bias Incident Investigation Standards and in the training of law enforcement officers. The term “bias related act” is utilized in *N.J.A.C.* 6A:16-6.3(e) and includes two categories that the 2000 Guidelines does not – gender and disability. It is the intention to update these Guidelines to bring it in accordance with *N.J.A.C.* 6A:16-6.3(e). Law enforcement are currently trained utilizing the term “bias incident” but with the inclusion of gender and disability.

³ For the purposes of this document, a “hate crime” is the same thing as a “bias crime” as utilized in the 2000 Attorney General’s Guidelines on Bias Incident Investigation Standards.

New Jersey statutes (*N.J.S.A.* 18A:36-25 and 9:6-8.10) require reporting by school officials of a potential missing or abused child to **both** law enforcement officials and Child Protection and Permanency (CP&P), New Jersey Department of Children and Families (DCF), as set forth below.

3.17.1. Reports of Child Abuse or Neglect to CP&P

Any person having reasonable cause to believe that a student has been subjected to child abuse or neglect must immediately report the matter to CP&P by telephone or otherwise, pursuant to *N.J.S.A.* 9:6-8.10 and *N.J.A.C.* 6A:16-11.1(a)2. The CP&P Child Abuse Hotline is to be contacted at 1-877-NJABUSE.

3.17.2. Notification to Law Enforcement

Notification of a potential missing or abused or neglected student also must be made to law enforcement officials by the person who is designated to report child abuse cases on behalf of the school district, such as the chief school administrator, principal, assistant principal or other designated school official, in accordance with *N.J.S.A.* 18A:36-25 and *N.J.A.C.* 6A:16-11.1(a)3. Each school district may establish individual procedures for the notification. It is not necessary for the same person to contact law enforcement and CP&P. It is only required that both notifications are made.

3.17.3. Notification of CP&P by Law Enforcement

Pursuant to the *DCF/Law Enforcement Model Coordinated Response Protocol* promulgated February 2007 by the Attorney General and the Commissioner of the Department of Children and Families, a law enforcement agency receiving a report of child abuse from the designated school official, need not notify the CP&P hotline when the school official confirms that the CP&P hotline has been contacted by school staff.

3.17.4. Law Enforcement Response

The law enforcement agency receiving a report of child abuse or a potential missing child must respond in accordance with the policies established by their County Prosecutor's Office.

3.17.5. Notification of Parents or Guardians

Notification to the student's parents or guardians must **not** be made by school officials when it is suspected that either parent or guardian is responsible for the suspected abuse. Law enforcement officials do not need the permission of a parent or guardian to speak to any student who is not the target of an investigation. It is the sole responsibility of law enforcement officials to determine when or whether a parent of any student must be contacted. Failure to follow this procedure may compromise the integrity of an investigation and place the child at risk.

3.17.6 Anonymity

Individuals who report abuse may or may not be entitled to anonymity. While CP&P allows anonymous child abuse reporting for the general public, school staff may not be entitled

to anonymity for these reports. Furthermore, there is no anonymity when incidents are reported to law enforcement authorities.

3.17.7 Custody Disputes and Potentially Missing Children

It is recognized by all parties to this agreement that custody disputes between parents often have a detrimental effect upon the children. Sudden requests for school records accompanied by suspicious absences should result in a heightened scrutiny within the school. Therefore, to the extent that a report to law enforcement will not violate student record confidentiality, if it comes to the attention of a school administrator that the absence of a child from school may be due to a parental kidnapping or custodial interference, the school administrator must immediately contact law enforcement authorities. Concerns that a child may be unlawfully removed from the jurisdiction should be immediately brought to the attention of local law enforcement officials.

Article 4. Reporting other Offenses: Non-Mandatory Reports

4.1. Reporting Other Offenses

When contemplating a non-mandatory (i.e., voluntary) report, the Department of Education encourages school officials to refer to the code of student conduct and provide a graduated response to misconduct that provides a continuum of actions designed to remediate and impose more severe sanctions for continued misbehavior prior to referring the incident to law enforcement. Research has demonstrated that students who have contact with the juvenile justice system, including a single arrest, are at increased risk of dropping out of school and having further involvement with the juvenile and adult criminal justice system.

Subject to the provisions of Articles 7.4 and 9 of this Agreement, it is agreed that (*designated school official*) may, but need not, notify (*designated law enforcement official*) whenever any school employee develops reason to believe that a non-mandatory report offense has been committed on or against school grounds. In deciding whether to refer the matter to the designated law enforcement agency, the principal of the school or his or her designee should consider the nature and seriousness of the offense and the risk that the offense posed to the health or safety of other students, school employees, or the general public and must be mindful that offenses committed on school grounds by or against students may lead to an escalation of violence or retaliation that may occur on school grounds or at other locations. Under no circumstances may any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency. Schools are encouraged to consult with law enforcement concerning a non-mandatory report offense to discuss the appropriate level of intervention and available resources.

4.2. Stationhouse Adjustments

All municipal and other law enforcement agencies having patrol jurisdiction within the State of New Jersey shall make stationhouse adjustments available as a method of handling minor juvenile delinquency offenses within their jurisdiction. See Attorney General Directive

2008-2, Attorney General Guidelines for Stationhouse Adjustment of Juvenile Delinquency Offenses. A stationhouse adjustment is an alternative method that law enforcement agencies may use in their discretion to handle first-time juvenile offenders who have committed minor juvenile delinquency offenses within their jurisdiction. The availability of a stationhouse adjustment as a method of handling minor juvenile delinquency offenses does not require law enforcement agencies to use it unless they determine it is appropriate to do so. The intent of the stationhouse adjustment program is to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time benefitting the juvenile by avoiding the stigma of a formal juvenile delinquency record. In many instances, this early intervention will deter the youth from continuing their negative behavior and divert the youth from progressing further into the juvenile justice system.

Though a report to law enforcement allows officers to remain vigilant to the possibility of a criminal act occurring off school grounds, law enforcement is not required to file a formal complaint against a juvenile for any offense. In response to reports to law enforcement by schools, stationhouse adjustments should be employed whenever appropriate to avoid the stigma of a formal juvenile delinquency record. When considering whether to report an offense to law enforcement, schools should ensure that all available school resources and sanctions are employed prior to making the report.

4.3. Law Enforcement Response to Non-Mandatory Reports

The (*law enforcement agency*) receiving information about the commission of an offense pursuant to Article 4 of this Agreement shall respond promptly by telephone or in person, and where appropriate, discuss with school officials whether further action is needed before contacting or involving the student. When there is probable cause to believe that an offense has been committed, the (*law enforcement agency*) shall handle the matter in accordance with the provisions of the Attorney General's Executive Directive 1990-1 Concerning the Handling of Juvenile Matters by Police and Prosecutors.

4.4. Harassment, Intimidation, or Bullying (HIB)

Harassment, intimidation, or bullying (HIB) in school settings presents an ongoing challenge throughout New Jersey. Acts motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, tear at the fabric of our society, pose grave risks to the physical and emotional well-being of children, and can quickly lead to retaliation, an escalation of violence both on and off school grounds, and even suicide. HIB may take a myriad of forms, encompassing even common activities such as the photographing or recording of one student by another.

To address this problem, New Jersey enacted the *Anti-Bullying Bill of Rights Act* (ABR) on January 5, 2011 (*N.J.S.A. 18A:37-13 et seq.*). The ABR sets forth standards and procedures for preventing, reporting, investigating, and responding to incidents of HIB of students that occur on school grounds, at school-sponsored functions, on school buses, and off school grounds. The

ABR further requires that policies be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators and community representatives (*N.J.S.A.* 18A:37-15a). Upon request by a school district, law enforcement agencies must make available a representative to participate in this process (see Article 9.4 of this Agreement).

The ABR also mandates that New Jersey's Department of Education aid schools in complying with the law by revising its model policy and guidance. The Department complied with this requirement by promulgating *Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses* (most recently revised in April 2011).

4.4.1. Statutory Definition

The *Anti-Bullying Bill of Rights Act* sets forth the following definition for HIB (*N.J.S.A.* 18A:37-14.):

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

School investigations of HIB must determine whether conduct meets this definition.

4.4.2. HIB's Relationship to Criminal Conduct

Significantly, the ABR does not criminalize HIB. In fact, there is no criminal offense for HIB in the New Jersey Code of Criminal Justice. This creates a potentially

confusing situation: behavior that constitutes HIB may — but does not necessarily — comprise a criminal offense under New Jersey law. HIB is criminal only if the underlying conduct violates a provision of the Code of Criminal Justice. These criminal provisions may include not only bias intimidation, hazing, and cyber-harassment, which are discussed in Articles 3.16, 4.5, and 4.6 of this Agreement, but also assault, harassment, threats, robbery, and sexual offenses.

4.4.3. Reporting of HIB

4.4.3.1. Reporting of HIB by Schools to Law Enforcement

As set forth in Article 4.4.2 of this Agreement, HIB does not by itself constitute a criminal offense. Accordingly, there is no obligation on the part of school personnel to report HIB investigations to a law enforcement agency unless the conduct rises to the level of mandatory report, as outlined in Article 3.

An HIB event that occurs in school on a Friday can precipitate another event outside of school on a Saturday. Reporting these offenses allows law enforcement to remain vigilant, but does not require that any formal action be taken by law enforcement in response to the non-mandatory report. When making mandatory or non-mandatory reports, school officials agree to indicate any suspicions or evidence that the conduct was gang-related.

Victims of HIB also should be informed that they may report an alleged offense to the appropriate law enforcement agency; however, school officials should avoid expressing any opinion to victims as to whether the alleged conduct constitutes an offense under the Code of Criminal Justice. Under no circumstances shall any school employee prevent or discourage the victim of an offense from reporting the offense to a law enforcement agency.

4.4.3.2. Reporting of HIB to Division on Civil Rights

Incidents of HIB in schools may also implicate the New Jersey Law Against Discrimination, *N.J.S.A.* 10:5-1 to -49, if a school district's failure to reasonably address HIB has the effect of denying to a student any of a school's accommodations, advantages, facilities or privileges based on actual or perceived race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, pregnancy or breastfeeding, sex, gender identity or expression, affectional or sexual orientation, disability, or liability for service in the Armed Forces of the United States or nationality of such person. If law enforcement or school officials believe that incidents of HIB may implicate the school's obligations under the New Jersey Law Against Discrimination, they may voluntarily report the incidents to the New Jersey Division on Civil Rights, contact information available at www.njcivilrights.gov.

4.4.4. Preservation of Evidence and Chain of Custody

Whenever a school official receives from school employees or directly seizes a document, an electronic device or any other item that the official believes may contain evidence of HIB, reasonable precautions must be taken to prevent its theft, destruction or unlawful use by any person. It is understood and agreed that under no circumstances may any person alter,

destroy or otherwise dispose of any such evidence. Such evidence must be maintained in a locked and secure location and the handling of such evidence must be documented in order to provide a record that no one has had an opportunity to tamper with the evidence.

4.4.5. Reporting of HIB by Law Enforcement to Schools

In addition to the obligations to share law enforcement information with schools set forth in Article 9 of this Agreement, the law enforcement agency agrees to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student is the victim of HIB, as defined in the ABR.

Such reports are permissible pursuant to the authority of *N.J.S.A. 2A:4A-60c*, where a juvenile who is a student has been charged with an offense, or pursuant to *N.J.S.A. 2A:4A-60e*, which permits a law enforcement agency to verbally notify the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Such notification also must be provided when the alleged offending student is an adult. See Article 8.8 of this Agreement.

4.4.6. Coordination of HIB and Criminal Investigations

When a criminal investigation is initiated by law enforcement, but a school district has already initiated its own disciplinary investigation for the same incident or conduct, a school district generally agrees to suspend its own investigation until law enforcement has concluded its investigation. This best practice avoids hampering ongoing criminal investigations. Although the *Anti-Bullying Bill of Rights Act (ABR)* provides a ten school day timeframe to complete an HIB investigation, this investigation should be suspended or "stayed" when deemed appropriate and requested by law enforcement. The suspension or stay of a school district's HIB investigation may be appropriate when, among other things, there is a concern that witness statements and/or evidence could be adversely affected or detrimental to an ongoing criminal investigation.

Although, a law enforcement investigation focuses on whether there has been a violation(s) of the Code of Criminal Justice, an HIB investigation focuses on whether an act has been committed in violation of the ABR. In an effort to avoid hampering the independent efforts, and objectives, of both law enforcement and school officials, when law enforcement deems it appropriate for a school district to suspend or stay its HIB investigation because its own investigation could be compromised by a simultaneous or concurrent HIB investigation, it may request that the school district suspend or stay its HIB investigation. It is only when law enforcement affirmatively requests a school district to suspend or stay its HIB investigation that such an investigation should be suspended or stayed. If law enforcement does not affirmatively request a suspension or stay of an HIB investigation, a school district must comply with all applicable ABR timeframes. If law enforcement has not affirmatively requested a stay or suspension of an HIB investigation, but a school district believes that the action(s) involved may

constitute a criminal offense(s), it should contact law enforcement to inquire as to whether law enforcement may want to investigate the matter and, thereby, stay or suspend the school district's HIB investigation.

When law enforcement requests a suspension or stay of an HIB investigation, school officials must immediately memorialize this request, in writing, and advise the parent(s)/guardian(s) of the alleged perpetrator(s) and alleged victim(s) of law enforcement's request. Notice to the parents must include the fact that the time limit on filing a complaint in the Division on Civil Rights must not be delayed due to law enforcement's request. If the parent(s)/guardian(s) objects, either orally or in writing, to the suspension or stay of the school district's HIB investigation, law enforcement must seek appropriate legal assistance from the County Prosecutor's Office to obtain a formal court order compelling the stay. In addition, and more specifically:

- If law enforcement requests a suspension or stay of an HIB investigation, but the school district has not yet initiated its investigation, the school district must initiate its investigation but solely for the purpose of safeguarding the health and welfare of its students, and not for the purpose of determining whether HIB occurred. The school district's HIB investigation must remain open and stayed during the pendency of law enforcement's investigation. Upon completion of the law enforcement investigation, and following notification of that completion from the county prosecutor, the anti-bullying specialist must immediately resume the school's HIB investigation. In this instance, the anti-bullying specialist must have the ten school days to complete its HIB investigation.
- If law enforcement requests a suspension or stay of an HIB investigation, but the school district has already initiated its investigation, the school must immediately cease and stay its HIB investigation at the request of law enforcement while following the parental/victim notification requirements and seeking court orders to stay requirements set forth above. However, the school district must still be required to safeguard the health and welfare of its students. The school district's HIB investigation must remain open and stayed during the pendency of law enforcement's investigation. Upon completion of the law enforcement investigation, and following notification of that completion from the county prosecutor, the anti-bullying specialist must immediately resume the school's HIB investigation. In this instance, the anti-bullying specialist must have the number of days remaining in the ten school day timeframe to complete its HIB investigation (e.g., if law enforcement directs a school district to cease its investigation on day three, then the school district must have seven days, following clearance from the county prosecutor, to complete its HIB investigation).
- If law enforcement requests a suspension or stay of an HIB investigation, but the school district has already completed its investigation, the ten school day timeframe must be unaffected. However, in the event that additional information is available upon the completion of a criminal investigation, the ABR permits the school anti-bullying specialist to amend the original report with the results of the investigation to reflect the additional information (*N.J.S.A. 18A:37-15b(6)a*). The anti-bullying specialist should

review this additional information, and promptly determine whether the original report should be amended.

- If law enforcement requests a suspension or stay of school district action at any other point, including prior to the reporting of the results of the investigation to the chief school administrator or the board of education; the reporting of information to the parent(s)/guardian(s) of the alleged perpetrator(s) and alleged victim(s); a parental request hearing before the board of education; or prior to the issuance of the board of education's written decision; the school district must comply with this request while following the parental/victim notification requirements and seeking court orders, if necessary, to stay requirements set forth above. All school district action must be stayed during the pendency of law enforcement's request. Following notification of that completion from the county prosecutor, the school district must immediately resume any and all remaining action(s) required under law and regulation.

4.5. Hazing

Hazing is a process, based on tradition that is used by groups to maintain a hierarchy (*i.e.*, a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and/or psychologically stressful. These activities can be humiliating, demeaning, intimidating, and exhausting, all of which results in physical or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of a specific group. The newcomer, or victim, is hazed. Once accepted by the group, the victim may become a bystander, watch others get hazed, achieve senior status, and ultimately become a perpetrator of hazing.

In New Jersey, hazing is a separate criminal offense under *N.J.S.A. 2C:40-3*. School officials should be aware that hazing which involves the participation of a coach or a teacher may also constitute child abuse. Hazing may also involve other predicate crimes, such as sexual assault. Hazing may also constitute HIB. As noted in Article 4.4.2, although HIB is not a separately defined criminal offense, the conduct that constitutes bullying may constitute one or more criminal or disorderly person offenses, including assault, harassment, threats, robbery and sexual offenses.

4.5.1. Statutory Definition

The statute sets forth the following definition for hazing:

A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury (*N.J.S.A. 2C:40-3(a)*).

A person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act defined as hazing that results in serious bodily injury to another person (*N.J.S.A. 2C:40-*

3(b)). The consent of the person hazed is not a defense (*N.J.S.A. 2C:40-4*). Any other criminal conduct under the New Jersey Code of Criminal Justice also may be charged (*N.J.S.A. 2C:40-5*).

4.5.2. Reporting of Hazing

Accordingly, there is no obligation on the part of school personnel to report any hazing incident, unless the conduct rises to the level of mandatory report, as outlined in Article 3.

Hazing may also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the *Anti-Bullying Bill of Rights Act*.

4.6. Cyber-Harassment

As of January 17, 2014, cyber-harassment constitutes a separate criminal offense in New Jersey (*N.J.S.A. 2C:33-4.1*). The law targets online communications that threaten to inflict a crime, an injury, physical harm, or are made with the intent to emotionally harm a reasonable person or to place a reasonable person in fear of physical or emotional harm. The offense of cyber-harassment may be charged as either a third or fourth degree felony, depending on the ages of the target and harasser.

4.6.1. Statutory Definition

The statute sets forth the following definition for cyber-harassment:

1.a. A person commits the crime of cyber-harassment if, while making a communication in an online capacity via any electronic device or through a social networking site and with the purpose to harass another, the person:

- (1) threatens to inflict injury or physical harm to any person or the property of any person;
- (2) sends, posts, comments, requests, suggests, or proposes any lewd, indecent, or obscene material to or about a person; or
- (3) threatens to commit any crime against the person or the person's property.

b. Cyber-harassment is a crime of the fourth degree, unless the person is 21 years of age or older at the time of the offense and impersonates a minor for the purpose of cyber-harassing a minor, in which case it is a crime of the third degree.

c. If a minor under the age of 16 is adjudicated delinquent for cyber-harassment, the court may order as a condition of the sentence that the minor, accompanied by a parent or guardian, complete, in a satisfactory manner, one or both of the following:

- (1) a class or training program intended to reduce the tendency toward cyber-harassment behavior; or

(2) a class or training program intended to bring awareness to the dangers associated with cyber-harassment.

d. A parent or guardian who fails to comply with a condition imposed by the court pursuant to subsection c. of this section is a disorderly person and must be fined not more than \$25 for a first offense and not more than \$100 for each subsequent offense (*N.J.S.A. 2C:33-4.1*).

4.6.2. Reporting of Cyber-Harassment

Accordingly, there is no obligation on the part of school personnel to report any cyber-harassment incident, unless the conduct rises to the level of mandatory report, as outlined in Article 3.

Cyber-harassment may also constitute HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the *Anti-Bullying Bill of Rights Act*.

4.7. Sexting

Sexting, or the sending of sexually explicit photos by electronic means such as text message, may constitute a criminal act pursuant to New Jersey's child pornography laws. For instance, it is a crime to give to someone else, offer to give to someone else, transfer, disseminate, distribute, circulate, or possess pornography depicting a child, defined as a person younger than 18 (*N.J.S.A. 2C:24-4*). Penalties for violating such laws include not only significant time in prison but also mandatory registration as sex offenders.

4.7.1. Reporting of Sexting

Sexting has become increasingly common among both pre-teens and teens who may be unaware that it can compromise not only their social reputation, but their digital reputation as well. Once a photograph has been sent out, it becomes difficult, if not impossible, to know how many people have saved it, tagged it, shared it, etc. Unfortunately, the photograph could resurface years after it was taken and posted. Working proactively with law enforcement is often the best way to quickly ascertain who has a digital copy of the photograph and to destroy it before it can be further circulated.

School officials agree to immediately report to law enforcement officials any sexting incident that rises to the level of mandatory report, as outlined in Article 3. In addition, schools are encouraged to consult with law enforcement for any incident that may require outside investigation. New Jersey has created an alternative to criminal prosecution for teens charged with child pornography as a result of sexting (*N.J.S.A. 2A:4A-71.1*). If the court deems it appropriate, these teens may be ordered to participate in an educational program or counseling in lieu of prosecution. Both the creator and subject of the sexting image must be younger than 18 to be eligible for this program.

Sexting may be also constituting HIB. Law enforcement officials agree to notify the principal of the school at which a student is enrolled when a student or a student's parent or guardian reports to the law enforcement agency that a student may be the victim of HIB, as defined in the *Anti-Bullying Bill of Rights Act*.

4.8 Offenses Involving Computers, the Internet and Technology

4.8.1. Purpose

Computerized devices such as cell phones, smart phones, digital cameras, PDAs, laptop computers and desktop computers have become a part of our daily lives. The growth of the Internet and local computer networks makes information and communication immediately accessible. However, access to this technology and information potentially can be used for harmful purposes that can cause great disruption in a school. In 2003, a series of laws were passed allowing for the prosecution of new crimes, such as unauthorized computer access and damage which such access may cause. In addition, digital cameras, digital photos, digital videos, cell phones, e-mail and the Internet are increasingly used to commit crimes. The purpose of this section of the Agreement is to recognize some of the areas where law enforcement and educational professionals should cooperate to ensure a unified response to the illicit and harmful use of technology by students, teachers, administrators and other school staff. These areas include:

- 1) Unauthorized access to school networks.
- 2) Harassment and threats via electronic media.
- 3) Use of technology to facilitate other crimes.
- 4) Blogging (free speech).
- 5) Limitation of electronic devices, such as cell phones, pagers and cameras, on school grounds.

4.8.2. Unauthorized Access to School Networks, Harassment and Threats via Electronic Media, and the Use of Technology to Facilitate Other Crimes

Unauthorized access to school networks is a prosecutable offense under *N.J.S.A. 2C:20-23 et seq.* Any damage to the network may result in more severe penalties. School officials may consider unauthorized accessing of a school network to be an internal matter and not advise law enforcement authorities. However, law enforcement personnel are specially trained in forensic computer analysis. The ability to accurately assess the level of intrusion into a computer system is best handled by law enforcement professionals. Often the significance of an attack on the integrity of a school computer network can extend into the community. The ability of law enforcement to quantify any unauthorized use or access can bring peace of mind to concerned citizens in the community. Accordingly, when notification to law enforcement is appropriate, notification should be made to law enforcement immediately upon learning of unauthorized access.

In addition to accessing computer systems, it has unfortunately become commonplace for juveniles to utilize electronic forms of communication to harass and threaten other students or

individuals. The mere fact that the communication is in electronic form, rather than oral or written form is irrelevant. School personnel should be guided by the reporting obligations elsewhere in this agreement. School personnel should be mindful of the fact that forensic computer analysis of an individual computer or network can result in valuable evidence for an investigation. Therefore, when notification to law enforcement is appropriate, the entirety of the investigation should be conducted by law enforcement so as not to compromise the integrity of potential evidence.

Finally, computers and other forms of current and emerging technology may be used to facilitate other criminal activity. Financial information, identifying information and illicit images may all be contained on a suspect's computer. Therefore, it is vital that law enforcement be notified immediately when a school learns that a juvenile may be using a computer to violate the law. Similarly, cell phones, smart phones, tablets, PDAs and other electronic communication devices should be turned over to the police, not parents, when the school comes into possession of items which they suspect may contain evidence of criminal behavior. For any offense committed on media, reporting should be guided by Articles 3 and 4 in this agreement.

4.8.3. Blogging and Free Speech Issues

The creation of a "web-log" or "blog" is a current trend for many individuals using the Internet. A blog is personal space on the world-wide-web devoted to a particular topic. Often a single individual authors a blog, or as is becoming more common, access to the blog is 'open' and anyone may post an entry. Blogging is not limited to text, and information which can be stored electronically may be placed in a blog: music, photos and videos, for example, all can become part of a blog.

There are many free blog sites available for use by anyone with Internet access. Registration requirements are often loose and potentially ineffective. Blogs have become a public forum for many people, including students, to post a variety of personal information, including biographical information, opinion, media, and insulting or harassing speech.

Law enforcement officials, while vigilant in the pursuit of criminal activity, are often faced with the issue of "free speech" under the Federal and New Jersey Constitutions. Prosecution of individuals who harass or threaten specific groups or individuals is commonplace. However, law enforcement may be unable to prosecute those who merely publish an opinion or a photograph. School personnel as well as students often are the target of information contained in blogs.

4.8.4. Reporting of Blogging and Free Speech Issues

Accordingly, there is no obligation on the part of school personnel to report any blogging or free speech issues, unless the conduct rises to the level of mandatory report, as outlined in Article 3.

Law enforcement authorities have the ability to preserve evidence before the author has an opportunity to alter it. If such information is brought to the attention of law enforcement, a

legal determination will be made on whether the information contained in the blog is constitutionally protected and whether it is criminal in nature.

Article 5. Notice of Arrests

5.1. Arrests of Students on School Grounds

Whenever a student has been arrested on school grounds, the law enforcement officer or agency involved shall, as soon as practicable, notify the building principal. Whenever possible, such notice shall be given before the student has been taken off school grounds. Where the student is a juvenile, all information concerning the circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of *N.J.S.A. 2A:4A-60d(3)*. See Article 8.4 of this Agreement for a synopsis of those laws.

5.2. Arrests of Non-Students on School Grounds

Where a person other than an enrolled student is arrested on school grounds, the building principal shall be advised as to the circumstances of the offense and the identity of the offender, provided that where the person arrested is a juvenile, it is understood that the law enforcement agency or officer involved is not permitted to divulge any information that would violate the laws governing the disclosure of juvenile information. See Article 8.4 of this Agreement for a synopsis of those laws.

5.3. Arrests of Students off School Grounds During Operating School Hours

When a student is arrested off school grounds during operating school hours, or under circumstances that would lead the arresting officer to believe that a school official was responsible for the care and custody of the student at the time of the arrest, or where the arresting officer reasonably believes that the student was in transit between school and his home at the time of arrest, the arresting officer shall, as soon as practicable, notify the building principal of the school in which the student is enrolled. All information concerning the basis and circumstances of the arrest shall be provided to the building principal on a confidential basis and in accordance with the provisions of *N.J.S.A. 2A:4A-60*, as summarized in Article 8.4 of this Agreement.

5.4. Parental Notification

When the building principal is advised of a student's arrest, pursuant to the provisions of this Agreement, the principal or his or her designee will, as soon as practicable, and in accordance with *N.J.A.C. 6A:16-6.2(b)3* and 11 and the associated board of education policies and procedures regarding parental notification, contact a parent or guardian of the student. It is understood that the law enforcement agency making the arrest also is required to attempt to contact the student's parent or guardian pursuant to *N.J.S.A. 2A:4A-33*.

It is agreed that the (*school official*) shall at the request of the (*law enforcement agency*) and/or the County Prosecutor's Office provide information concerning the efforts by the principal or school staff to contact and notify the student's parent(s) or guardian.

Article 6. Arrest Protocols

For the purpose of this Agreement, the term "arrest" shall include the taking into custody of a juvenile for any offense which if committed by an adult would constitute a crime or disorderly persons offense.

6.1. Requests by School Officials

All requests by any school official to summon a law enforcement officer for the purpose of making an arrest on school grounds, pursuant to *N.J.A.C. 6A:16-6.2(b)2* and 9, whether for a suspected violation of the Comprehensive Drug Reform Act or for a suspected violation of any other criminal statute, should be directed to the (*designated police liaison or to the chief of the department having patrol jurisdiction*). Nothing herein shall be construed in any way to preclude or discourage any person from dialing "9-1-1" to report an emergency.

6.2. Minimizing Disruption of the Educational Process

It shall be the general policy of (*law enforcement agency*) when making any arrest on school grounds to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety. Accordingly, substantial weight shall be given by the law enforcement officer assigned to make the arrest to the specific recommendations of the building principal or local chief school administrator as to the time, place, and manner for effecting the arrest.

6.2.1. Arrests to be Conducted in Private

So as to minimize any disruption of the educational environment, every reasonable effort should be made to effect the arrest in the building principal's office, or in some other designated area away from the general student population.

6.2.2. Preferred Use of Plainclothes Officers to Effect Arrest

Where feasible, the responding law enforcement officer(s) should be in plainclothes, use unmarked police vehicle(s) and refrain from using a siren or flashing overhead lights. In addition, the number of responding officers should be kept to a minimum, consistent with the requirements of public safety.

6.2.3. Cooperation with Arrests on School Property

It is understood and agreed that school officials shall cooperate with law enforcement officials and shall not provide sanctuary from arrest to any person, and that school officials shall not interfere with or impede any law enforcement officer in the performance of his or her duties.

6.3. Other Spontaneous Arrests

6.3.1. Notice to Building Principal

In cases in which a law enforcement agency responds during operating school hours to a suspected offense reported by someone other than the building principal or local chief school administrator, or where a law enforcement officer observes the occurrence of an offense on school grounds during operating school hours which would justify a warrantless arrest, or where a person subject to arrest retreats onto school grounds during operating school hours, the arresting law enforcement officer shall notify the building principal as soon as it is practical to do so. Where the arrest involves a student enrolled in the school, the building principal shall, wherever feasible, be notified before the student is taken from school grounds.

6.3.2. Minimizing Disruption

When effecting any spontaneous arrest on school grounds during operating school hours, every reasonable precaution shall be taken to minimize the disruption of the school environment to the greatest extent possible, consistent with the requirements of public safety.

6.4. Planned Arrests

Whenever a planned arrest is to occur on school grounds, the building principal or local chief school administrator shall be advised and consulted before the arrest occurs.

Article 7. Law Enforcement Operations

7.1. Inquiries Regarding Law Enforcement Operations

All inquiries or complaints received by school personnel regarding interviews, investigations, arrests or other operations conducted by sworn law enforcement officers shall be directed to the appropriate law enforcement agency. This shall apply to inquiries from parents, guardians, the press or any other sources. A school official receiving such an inquiry or complaint shall also notify the appropriate law enforcement agency of the nature of the inquiry or complaint (*N.J.A.C. 6A:16-6.3*).

7.2. Interrogations and Interviews

No law enforcement officer shall direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews. All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, shall be referred to the appropriate law enforcement agency, provided however, that nothing in this Agreement shall be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged

communications. The procedures for and responsibilities of staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon shall be in accordance with *N.J.A.C. 6A:16-6.1* et seq. and the associated board policies and procedures. Notification of parents in instances of law enforcement interviews involving their children will be made by school staff in accordance with *N.J.A.C. 6A:16-6.2(b)* and the associated board policies and procedures. It is understood that law enforcement officials need not contact parents to interview a minor student when the student is not the target of an investigation. However, law enforcement officials must contact parents to interview a minor student when the student is a target of an investigation.

7.3. Undercover School Operations

Undercover school operations are designed to disrupt ongoing drug-distribution activities. These operations are difficult to implement and require extensive planning, cooperation, and secrecy. Attorney General Executive Directive 1988-1 imposes strict limitations on the use of this investigative tactic. The Attorney General Directive is designed to protect the educational environment of a school and to minimize the risk of injury to students and undercover officers. Rules and regulations promulgated by the State Board of Education and codified at *N.J.A.C. 6A:16-6.2(b)7* require local district boards of education to adopt and implement policies and procedures to ensure cooperation between school staff and law enforcement authorities in all matters relating to undercover school operations.

7.3.1. Requests to Conduct Operations

a. All requests by school officials to undertake an undercover school operation in a particular school or school district will be directed to the local chief of police or, where appropriate, to the Superintendent of State Police. However, it is understood that the ultimate approval of all undercover school operations can only be granted by (*designated school official*) and (*the county prosecutor*) or, where appropriate, the Attorney General or his or her designee. When the school official designated as the liaison for law enforcement is the person under investigation, school districts are encouraged to have a plan in place on who should report to law enforcement (e.g., the liaison's supervisor or the chief school administrator).

b. A request to undertake an undercover school operation will not be made public by either the requesting school official or the law enforcement agency receiving the request.

c. The county prosecutor or the Attorney General or his or her designee will make a good faith effort to comply with all reasonable requests to initiate an undercover operation, considering the scope and nature of the substance abuse or weapons-related problem in the school or district and the availability of law enforcement resources.

d. Where the county prosecutor or the Statewide Narcotics Task Force is for any reason unable to comply with a request to undertake an undercover school operation, the county prosecutor or the Attorney General or his or her designee will promptly notify the requesting school officials.

e. The decision to decline a request to undertake an undercover school operation shall not be made public by either the requesting school officials or the law enforcement agency receiving the request.

f. Nothing herein shall be construed to preclude law enforcement officials from initiating a request to conduct an undercover school operation pursuant to Section 2 of this Addendum.

7.3.2. Consultation and Cooperation

a. As a practical matter, a successful undercover school operation cannot take place without the assent and continuing cooperation of the building principal and local chief school administrator and, except as may be expressly provided herein, none shall be attempted without such assent and continuing cooperation. Accordingly, prior to the placement of any undercover officer in a school, the school building principal and the local chief school administrator will be consulted unless there are compelling reasons not to consult with either of these officials. Where the Attorney General determines that compelling reasons exist, an alternative school official or officials will be designated who will be consulted in lieu of the building principal or local chief school administrator prior to the placement of an undercover officer in a school and throughout the course of the operation.

b. In any case where the undercover school operation has not been requested by an appropriate school official, the law enforcement agency proposing the operation will advise the building principal and local chief school administrator of the nature of the proposed operation and will, to the greatest extent possible, explain the reasons why the operation is necessary and appropriate. This explanation should include a description of the extent and nature of the suspected drug trafficking or weapons-related activities occurring within the school environment that would justify the operation. It is understood and agreed that law enforcement officials will not be required or permitted to divulge any information received in confidence, whether from an informant or otherwise, or that would violate the laws or court rules governing the disclosure of juvenile offender information, grand jury information, or information derived from electronic surveillance.

c. It is understood and agreed that undercover school operations should not necessarily be limited to schools falling within any particular region or demographic setting e.g., rural, suburban, urban center, or any particular district factoring group (i.e., a composite measure of socioeconomic status within a geographic area). Rather, subject to the availability of resources, undercover school operations should be proposed and conducted in any district or school where the designated law enforcement and school officials determine that such operations would be beneficial.

d. Information provided by law enforcement to the building principal or local chief school administrator will be kept strictly confidential and will not be divulged by the building principal or local chief school administrator to any other person without the express approval of the county prosecutor or, where appropriate, the Attorney General or his or her designee.

e. No law enforcement officer will disclose the fact that an undercover school operation has been proposed, requested, or is being or has been considered with respect to any particular school or school district.

f. The building principal and the local chief school administrator will be afforded the opportunity to offer specific concerns regarding the conduct of any proposed undercover school operation, and will also be given the opportunity to make general or specific recommendations as to how to minimize the impact of the proposed operation on the educational environment, existing substance abuse counseling programs, and the relationship between school authorities, the law enforcement community, and the student population. In developing an undercover school operation plan, and throughout the course of the operation, the law enforcement agency conducting the operation will give due consideration to the concerns and recommendations offered by the building principal and local chief school administrator. Furthermore, these school officials will be advised whenever the law enforcement agency conducting the undercover school operation is for any reason unable or unwilling to follow any proposed recommendation. However, it is understood that the law enforcement agency responsible for conducting the undercover operation shall maintain control of the logistics of any operation once begun.

g. The law enforcement agency conducting the undercover school operation will provide to the building principal and local chief school administrator a detailed briefing concerning the logistical and record keeping requirements associated with successfully placing an officer undercover. The building principal and local chief school administrator may contact the designated liaison who will be available on a 24-hour basis to respond to any problems or inquiries.

7.3.3. Security; Limited Disclosure Agreements; Early Termination

a. The building principal and local chief school administrator will be informed as to the identity of any person assigned to an undercover investigation unless there are compelling reasons, as shall be determined by the Attorney General, not to inform either of these officials. The building principal and local chief school administrator, and any other school officials or employees who may be informed as to the identity of the undercover officer, will safeguard the identity of that officer and will not disclose the existence of a contemplated or ongoing undercover school operation to any person.

b. In the event that the building principal, local chief school administrator or any other school official or employee who may have been informed as to the existence of the operation subsequently learns of any information that suggests that the true identity of the undercover officer has been revealed, or that any person has questioned the identity or status of the undercover officer as a bona fide member of the school community, or that the integrity of the operation has been in any other way compromised, such information will be immediately communicated to the law enforcement agency conducting the operation or to the county prosecutor.

c. The school principal and local chief school administrator will be advised whenever an undercover school operation has been suspended or terminated or whenever the undercover officer is permanently removed from the school environment.

7.3.4. Use of Undercover Officers as School Employees

It is understood that no undercover school operation may be conducted that entails the placement of an undercover officer as a certified member of the school community without prior written approval of the Attorney General with notice given to the Commissioner of Education, or in the case of non-public schools, the chief school officer. It is understood that the Attorney General will base his approval upon a finding that 1) other law enforcement methods would not be effective, and 2) there is a reasonable articulable suspicion that adult school employees or other non-student member(s) of the school community are engaged in drug trafficking or unlawful weapons-related activities. In that event, and upon such findings, the underlying purpose of the operation would not be to identify or to apprehend student offenders, but rather to identify and to apprehend suspected adult or non-student offenders. Furthermore, the law enforcement agency involved will develop, in consultation with the building principal and local chief school administrator, those steps that will be taken to minimize the undercover officer's contact with, and impact upon, the student population. It is understood that no undercover officer will be permitted to teach a formal class of instruction without the approval of the Attorney General and local chief school administrator, and that in no event will an undercover officer posing as a non-student member of the school community be permitted to establish or to simulate any confidential, trust or counselor relationship with any student.

7.3.5. Limitations on Undercover Officer Conduct

a. *Code of Student Conduct Infractions.* It is understood that an undercover officer cannot be expected to pose as a model student. Nonetheless, no undercover officer will engage in any activities that unduly disrupt the educational environment, or that amount to code of student conduct infractions of such a nature and magnitude so as to prevent other students from enjoying the full benefits of that educational environment. An undercover officer will at all times respect the rights of teachers and other students.

b. *Confidentiality of Treatment Records.* Federal regulations and state policies concerning the confidentiality of treatment and substance abuse counseling program records and information will be strictly safeguarded. No law enforcement activity will be permitted in any way to interfere with, intrude upon, or compromise the integrity of any substance abuse counseling or treatment program.

c. *Entrapment.* No undercover officer will encourage or counsel any student to purchase or use alcohol or any controlled dangerous substance.

d. *Firearms Policy.* It is understood that undercover work concerning drug trafficking activities is inherently dangerous. Accordingly, it is understood and agreed that law enforcement will take all measures that are necessary and appropriate to protect the undercover officer, as well as to protect all students with whom the undercover officer may come in contact, and to avoid potentially violent confrontations whenever possible. In general, an undercover officer will not carry a firearm or otherwise bring onto, or maintain, a firearm on school grounds. An exemption from the general rule prohibiting the carrying or bringing onto school grounds of a firearm will only be granted with the express approval of the officer's immediate superior, unless otherwise specified in the plan approval process for good cause shown. Any firearm brought

onto school grounds will ordinarily be contained in a closed and fastened case locked in the trunk of an automobile operated by the undercover officer. It is assumed, moreover, that any exemption from the general weapons carrying policy agreed to herein will only be rarely sought, and approval to carry a firearm onto school grounds will only be granted where alternative means of providing adequate security or support are not feasible.

e. *Non-Participation in Treatment.* No undercover officer will in any way participate in or attend any drug or alcohol abuse treatment or counseling program. In the event that an undercover officer is referred to, or recommended to participate in, a counseling or treatment program by a teacher or school staff member, the undercover officer will report the circumstances of that referral or recommendation to his superiors and will decline such referral or recommendation.

f. *Preservation of Teacher Trust Relationships.* No undercover officer will engage in any activity or conversation that would require any teacher or school official to violate or compromise a trust relationship with any student.

g. *Romantic Involvement.* No undercover officer will encourage or participate in any romantic relationship with any student during the course of an undercover operation.

h. *Treatment.* No undercover officer will discourage any student from seeking drug or alcohol abuse treatment or counseling, or from reporting his or her own alcohol or substance abuse problem or dependency.

i. *Use and Distribution Prohibition.* No undercover officer will ingest or inhale (other than passive inhalation) any controlled dangerous substance; nor will any undercover officer be permitted to distribute or dispense any controlled dangerous substance without the express approval of the county prosecutor or, where appropriate, the Attorney General or his or her designee. Under no circumstances will an undercover officer sell or transfer a firearm on school grounds or to a student without the express prior approval of the county prosecutor, or, where appropriate, the Attorney General or his or her designee.

7.3.6. Post-Operation Report

It is understood that following the termination of every undercover school operation, the county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will prepare a post-operation report that will be transmitted to the Attorney General. The report will discuss the results and impact of the operation and any logistical or policy problems which were encountered. The report will also include recommendations for improved procedures in dealing with potentially recurring problems. The county prosecutor or the Assistant Attorney General in charge of the Statewide Narcotics Task Force will solicit the comments and recommendations of the building principal and local chief school administrator, and these comments and recommendations will be included in the post-operation report. The contents of a post-operation report will be publicly disclosed, and a copy will be provided to the building principal, the local chief school administrator, the executive county superintendent and the Commissioner of Education.

7.3.7. Post-Operation Seminars

To maximize the deterrent impact of an undercover school operation, the law enforcement agency conducting the operation will make available officers to participate in seminars which, upon the invitation of appropriate school officials, may be held in the school in which the operation was conducted. The purpose of these seminars will be to discuss with teachers, parents and/or students the nature of the completed operation, the steps taken to minimize the intrusion into the educational environment, and to discuss the substance abuse or weapons-related problem from a law enforcement perspective. It is the agreed upon policy of the parties to the attached Agreement to promote the frank and open discussion of issues concerning the need for such operations, and to solicit opinions and recommendations from teachers, parents, students and members of the community-at-large.

7.4. Planned Surveillance

7.4.1. Live Streaming Video

Pursuant to *N.J.S.A.* 18A:41-9, if at least one school building of a school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the board of education and local law enforcement shall enter into a memorandum of understanding which provides the authorities with the capacity to activate the equipment and view the live streaming video.

The memorandum of understanding, at a minimum, shall include:

1. A list of designated persons, including contact information, position, rank, and supervisor's contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the memorandum of understanding.
2. Description of the circumstances under which the designated individuals could activate and view the live streaming video.
3. A detailed plan for preventing and detecting unauthorized access to live streaming video.

In the case of a school building that is located in a municipality in which there is no municipal police department, the board shall enter into a memorandum of understanding with an entity designated by the Superintendent of State Police.

In the event that the parties to the memorandum of understanding are unable to reach an agreement regarding any provision required [(1) – (3) above], the County Prosecutor shall make the final determination regarding that provision.

Nothing in this section shall be construed as requiring installation of video surveillance equipment capable of streaming live video wirelessly to a remote site.

7.4.2. Notice and Consultation

In the absence of compelling or exigent circumstances, as shall be determined by the county prosecutor or the Attorney General or his or her designee, no planned narcotics surveillance operation as defined in this Agreement will be conducted during operating school hours without first consulting with the building principal or local chief school administrator of the school involved.

7.4.3. Limitations; Targeted Subjects

Nothing in this Agreement shall be construed to prevent any law enforcement officer from making any observations from any place or property not owned or used by a school or school board, except that a planned narcotics surveillance or any other form of observation should, wherever possible, be limited to observing 1) those specific individuals or groups of individuals who are believed to be involved in drug trafficking or weapons-related activities, or 2) those specific areas or places on school grounds, where drug use or trafficking or weapons-related activity is believed to occur frequently.

7.5. School Searches

7.5.1. Searches Conducted Independently by School Officials

No law enforcement officer shall direct, solicit, encourage or otherwise actively participate in any specific search conducted by a school official unless such search could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement searches. Nothing in this Agreement shall be construed to preclude a law enforcement officer from taking custody of any item or substance seized by any school employee, pursuant to *N.J.A.C. 6A:16-6.2(b)5iv*.

7.5.2. Notice to Law Enforcement of Seizure of Contraband

School officials shall immediately notify law enforcement officers whenever a school employee comes into possession, whether as a result of a search or otherwise, of any substance or item believed to be a controlled dangerous substance, drug paraphernalia, firearm, or non-firearm weapon used or threatened to be used in committing an offense.

7.5.3. Law Enforcement Assumption of Responsibility

School officials shall permit law enforcement officers upon their arrival to the scene to assume responsibility for conducting any search, in which event the standards governing searches conducted by law enforcement officers shall prospectively apply.

7.5.4. Legal Questions during Conduct of Law Enforcement Search

Any questions by school officials concerning the legality of any contemplated or ongoing arrest, search or seizure conducted by a law enforcement officer on school grounds should be directed to the (*appropriate county prosecutor*), pursuant to *N.J.A.C. 6A:16-6.2(b)5ii*, or in the case of an arrest, search or seizure undertaken by a member of the State Police, Division of Criminal Justice, or federal law enforcement officer to the Director of Criminal Justice.

7.5.5. Agreement Does Not Constitute a Request to Conduct Searches

Nothing in this Agreement shall be construed in any way to require any school official to actively participate in any search or seizure conducted or supervised by a law enforcement officer; nor shall this Agreement be construed to direct, solicit or encourage any school official to conduct any search or seizure on behalf of law enforcement, or for the sole purpose of ultimately turning evidence of a crime over to a law enforcement agency. Rather, it is understood that any search or seizure conducted by school officials shall be based on the school officials' independent authority to conduct reasonable investigations as provided in *New Jersey v. T.L.O* and, pursuant to *N.J.A.C. 6A:16-6.2(b)5*.

7.5.6. Search and Seizure Legal Advice to School Officials

Any question by a school official concerning the law governing searches conducted by school officials may be addressed to the (*county prosecutor or his or her designee*).

7.5.7. Requests to Use Drug-Detection Canines

It is understood and agreed that all inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines shall be conducted in accordance with the policies and procedures established in the *New Jersey School Search Policy Manual*; shall comply with the "Special Rules and Procedures Governing the Use of Law Enforcement Canines to Conduct Suspicionless Examinations" set forth in Chapter 4.5 F of that manual; and shall conform to *N.J.A.C. 6A:16-6.2(b)5vi*. No such operation shall be undertaken without the express permission of the county prosecutor or the Director of the Division of Criminal Justice or his or her designee in the New Jersey Department of Law and Public Safety. It is further understood and agreed that the (*designated school official*) shall not invite or approve the use of a privately-owned drug-detection canine without first providing notice of the intention to use any such private service to the (*law enforcement agency*) and the county prosecutor, and it is further understood and agreed that if any such private drug-detection canine alerts to the presence of a controlled dangerous substance, any substance, paraphernalia, or other evidence of an offense seized by any person pursuant to such alert shall be turned over to (*law enforcement agency*) or the County Prosecutor's Office in accordance with the provisions of Articles 3.2 and 3.4 of this Agreement.

7.6. Routine Patrols

7.6.1. Visible Enforcement Plans

The (*police department*) shall maintain at appropriate times a visible police presence within all drug-free school zones, and shall file and periodically update a confidential report with the (*prosecutor*) detailing how these zones are to be patrolled.

7.6.2. Notice to School Officials

Where a patrol plan requires an officer periodically to enter onto school grounds, the (*police department*) shall advise the appropriate (*school building principal and local chief school administrator*). It is understood and agreed that any portion of a patrol plan disclosed to school officials in accordance with this subsection shall be kept strictly confidential.

7.6.3. On-Site Reporting

Except when responding to an emergency, no on-duty police officer will enter any school building without first complying with the procedures established by the school for the reporting of visitors. It shall be the responsibility of each police department or agency with patrol responsibilities to make certain that all officers are familiar and comply with the reporting policies established by each school within the law enforcement agency's jurisdiction.

7.7. Police Presence at Extra-Curricular Events

It is our agreed upon policy that (*police department with patrol responsibilities*), working in conjunction with appropriate school officials, should, whenever possible, provide for the presence of uniformed police officer(s) at any event at which the chief school administrator believes it would be in the interest of public safety. In the absence of compelling reasons as may be determined by the (*county prosecutor or chief executive officer of the law enforcement agency having patrol jurisdiction*) it is understood and agreed that uniformed police officers shall not be assigned to school functions, and especially those functions occurring within school buildings, except with the approval of the building principal or local chief school administrator. All requests by school officials for law enforcement agencies to provide for a uniformed presence at any school event should be made in accordance with *N.J.A.C. 6A:16-6.2(b)10* and directed to (*local police or liaison, local chief executive officer of the law enforcement department or agency having patrol jurisdiction*).

7.8. Truancy; Assistance Provided to Attendance Officers

The sheriff and his officers and all police officers and constables are required to assist school attendance officers in the performance of their duties (*N.J.S.A. 18A:38-30*). Assistance shall, when practicable, include accompanying attendance officers to the homes of students in circumstances where attendance officers may have concerns for their safety. However, attendance officers are not law enforcement officers and law enforcement officers should not provide assistance of a type that would not be available to other civilian investigators. For example, law enforcement officers should not use law enforcement computer systems to run

motor vehicle checks or criminal background checks for attendance officers. Law enforcement officers should also keep in mind that when accompanying an attendance officer to a home, they have no additional authority to demand entry to the home if the occupants do not consent and there is no emergency that would justify entry into the home.

7.9. Dispute Resolution Procedures

It is understood and agreed that any dispute or objection to any proposed or ongoing law enforcement operation or activity on school grounds will be consistent with *N.J.A.C.* 6A:16-6.2(b)15, and shall be directed by the appropriate school official to the chief executive officer of the law enforcement agency involved. Where the chief executive officer of the agency is for any reason unable to satisfactorily resolve the dispute or objection, the matter shall be referred to the (*county prosecutor*), who is hereby authorized to work in conjunction with the (*executive county superintendent of schools*) and, where appropriate, the Division of Criminal Justice, to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be resolved by the Attorney General whose decision shall be binding.

Article 8. Confidentiality and School Access to Law Enforcement Information

8.1. Substance Abuse Confidentiality Laws

The New Jersey Legislature on January 12, 1998 adopted P.L. 1997, c. 362, in accordance with the Governor's conditional veto recommendations. The law, codified at *N.J.S.A.* 18A:40A-7.1 et seq., and the supportive regulations at *N.J.A.C.* 6A:16-3.2(a)2 and 6.5, afford confidentiality protections to a public or private secondary school pupil who is participating in a school-based drug or alcohol abuse counseling program where that pupil provides information during the course of the counseling session that indicates that the pupil's parent or guardian or other person residing in the pupil's household is dependent upon or illegally using a controlled dangerous substance. The New Jersey confidentiality statute is broader than the federal confidentiality statute and regulations (42 C.F.R. Part 2) in that it applies to any student who is participating in a school-based alcohol or drug abuse counseling program, even if the student is not personally abusing substances, but rather is seeking counseling to deal with the problems related to the substance abuse of another. The federal law, in contrast, only provides confidentiality protections to persons who are "patients," that is, persons who are receiving counseling for their own substance abuse problem. The state confidentiality law nonetheless features an important exception to the general rule of preserving confidentiality. Specifically, the State law is expressly subject to the provisions of *N.J.S.A.* 9:6-8.10, and thus does not prevent school officials from disclosing information to Child Protection and Permanency (CP&P) or to a law enforcement agency "if the information would cause a person to reasonably suspect that the secondary school pupil or another child may be an abused or neglected child." Accordingly, it is understood and agreed that the confidentiality statute in no way relieves the duty established pursuant to *N.J.S.A.* 9:6-8.10, which requires any citizen, including school district employees, volunteers or interns, to inform both CP&P and a law

enforcement agency immediately when there is reasonable cause to believe that a child is or has been abused or neglected.

8.2. Clarification Regarding Confidentiality of Contents of Student Records

It is understood and agreed that federal and state laws pertaining to the confidentiality of student records, pursuant to 42 C.F.R. Part 2, *N.J.S.A.* 18A:40A-7.1 and 7.2 and *N.J.A.C.* 6A:32-7, only prohibit the disclosure of the contents of such records; these laws do not extend to other sources of information concerning the same events or transactions that happen to be memorialized in the student records. Thus, for example, a teacher, counselor, administrator, or other school staff member who is a witness to criminal activity may be required to testify in a court or grand jury or may be required to report information to law enforcement authorities pursuant to this Agreement based upon personal knowledge and memory notwithstanding that the criminal activity reported or testified about has been recorded in a student record that is subject to state or federal confidentiality laws. In other words, the act by a school official of memorializing an incident, event, or observation in a student record in no way precludes that school official or any other material witness from reporting or testifying from personal knowledge as to the documented incident, event, or observation, provided, however, that nothing in this Agreement must be construed to authorize or require a school employee to divulge information or records in violation of the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable state or federal regulation, law or rule of evidence concerning confidential and privileged communications. Furthermore, the records of a designated "law enforcement unit" do not constitute student records (20 U.S.C. 1232g(a)(4)(ii)).

8.3. Records of Law Enforcement Units

Records of a "law enforcement unit" designated pursuant to Article 2.4 of this Agreement do not constitute student records. This comports with the requirements of the Family Educational Rights and Privacy Act (FERPA), which was amended in 1992 to exempt such records from the definition of "education records" (20 U.S.C. 1232g(a)(4)(ii)). Law enforcement records are records, files, documents and other materials created by a law enforcement unit for a law enforcement purpose and maintained by the law enforcement unit (34 C.F.R. 99.8(b)(1)). In the preamble to the FERPA regulations published in the Federal Register on January 17, 1995, the United States Department of Education stated: "...where a law enforcement unit also performs non-law enforcement functions, the records created and maintained by that unit are considered law enforcement unit records, even when those records were created for dual purposes (e.g., for both law enforcement and student conduct purposes). Only records that were created and maintained by the unit exclusively for a non-law enforcement purpose will not be considered records of a law enforcement unit" (60 F.R. 3467). When one or more law enforcement units have been established by the school district, the school district agrees to disclose to the appropriate law enforcement agency, or the Department of Children and Families, as appropriate, any records, files, documents and other materials of the law enforcement unit pertaining to the investigation of a violation of the law. The disclosure of these records to a law enforcement agency does not prohibit the use of these records for educational purposes, such as violations of the code of student conduct.

8.4. Statutory Authority to Disclose Information

New Jersey's juvenile confidentiality laws were amended by P.L. 1994, c. 56 to make it easier for law enforcement agencies to share information with schools. The revised law provides for three categories of disclosure to schools as follows: (1) permissive disclosure during an investigation (*N.J.S.A. 2A:4A-60e*); (2) disclosure following a charge at the principal's request (*N.J.S.A. 2A:4A-60c(3)*); and (3) required disclosure following a charge in certain circumstances (*N.J.S.A. 2A:4A-60d*). In addition, a law enforcement agency is authorized to disclose certain information to the victim of an offense committed by a juvenile. Pursuant to *N.J.A.C. 6A:16-5.4*, the board of education confirms its obligation to adopt and implement policies and procedures protecting the access to information related to juvenile justice proceedings, according to the requirements of *N.J.S.A. 2A:4A-60*.

The revised law permits law enforcement or prosecuting agencies to disclose information regarding juveniles who are under investigation when that information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. This information may then be shared by the principal with appropriate school staff, provided, however, that where the information relates only to an investigation, and where no formal charges have been filed against the student, the statute prohibits this pre-charge information from being maintained by school officials. Accordingly, this information should be provided orally by law enforcement officers, rather than in writing, so as to avoid inadvertent retention or disclosure of such information.

The revised law further contains a provision that authorizes a principal to request information concerning juvenile delinquency charges that have been filed against a student enrolled in the school. These requests may either be made on a case-by-case basis or in accordance with procedures that could be agreed to as part of this Agreement.

[Optional: Pursuant to Article 5.2 of this Agreement, the (law enforcement agency) hereby agrees automatically to disclose to the principal this information regarding any juvenile delinquency charge filed against any student enrolled in the school.⁴]

Law enforcement and prosecuting agencies are *required* to advise the principal of the school where the student is enrolled when:

- the offense occurred on school grounds or was committed against an employee or official of the school;
- the juvenile was taken into custody as a result of information or evidence provided by school officials, whether or not on school grounds;
- the offense, if committed by an adult, would constitute a crime, and the offense:
 - resulted in death or serious bodily injury, or involved an attempt or conspiracy to cause death or serious bodily injury;
 - involved the unlawful use or possession of a firearm or other weapon;

⁴*This provision is optional. The parties to the Agreement may delete this sentence or may modify it to limit the "blanket" request to specified delinquency charges.*

- involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog;
 - was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation, or ethnicity; or
 - constitutes a crime of the first, second, or third degree.
- N.J.S.A. 2A:4A-60d*

8.5. Agreement to Disclose Information Following a Charge

Where a juvenile has been charged with an act of delinquency that if committed by an adult would constitute a crime or offense, it is requested and agreed, pursuant to the authority of *N.J.S.A. 2A:4A-60c(1)* and (3) that the (*law enforcement agency*) or County Prosecutor's Office shall promptly provide information as to the identity of the juvenile, the offense charged, the adjudication and the disposition to (1) the principal of any school that is the victim of the offense; (2) the principal of any school that employs the victim of the offense; and (3) the principal of any school where the juvenile is enrolled.

8.6. Agreement to Disclose Information during an Investigation

Pursuant to the authority of *N.J.S.A. 2A:4A-60e*, the (*law enforcement agency*) and/or the County Prosecutor's Office agree(s) to notify verbally the principal of the school at which the juvenile is enrolled where the juvenile is under investigation or has been taken into custody but has not been formally charged with the commission of any act that would constitute an offense if committed by an adult, provided that the (*law enforcement agency*) or the County Prosecutor's Office determines that the information may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development, and further provided that the sharing of information will not interfere with or jeopardize an ongoing investigation or prosecution of any person. It is understood and agreed that the information provided pursuant to this paragraph shall be provided orally rather than in writing, will be kept confidential, shall not be maintained by the school as part of the juvenile's student records, and shall be used only in accordance with the provisions of *N.J.S.A. 2A:4A-60e* to maintain order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Nothing herein shall be construed to preclude school officials from using such information in a suspension, expulsion, or other school conduct proceeding, pursuant to *N.J.A.C. 6A:16-7.1*, whether occurring on or away from school grounds, pursuant to *N.J.A.C. 6A:16-7.5*.

8.7. Specificity of Disclosed Information

It is understood and agreed that where the (*law enforcement agency*) and/or County Prosecutor's Office is authorized, pursuant to law and the provisions of this Agreement to disclose information concerning charged or suspected acts of delinquency, the law enforcement agency may provide the principal with specific information concerning the offense or investigation, as appropriate, that may be useful in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development.

Such information may include but need not be limited to: (1) the specific type of drug found as determined by field tests and/or laboratory analysis; (2) the amount, purity, and value of the drug found; (3) how the drug was packaged; (4) whether cash was found or whether there were indications that the drug was intended to be sold or distributed; (5) where precisely the drug or other contraband was found; (6) what type of weapon was found; (7) whether a seized firearm was operable or loaded; or 8) whether the suspected offense involved or was directed at another enrolled student. It is understood and agreed that it is especially important for law enforcement agencies to promptly share information as may be authorized by law concerning the identity of a victim who is enrolled at the same school as the juvenile charged with or suspected of committing the offense so that school officials can take appropriate steps to protect the victim from further attack, to enforce a restraining order or condition of probation or pre-trial release that the juvenile have no contact with the victim, or to prevent retaliation or an escalation of violence.

8.8. Disclosure of Adult Student Information

Where a student who has been arrested or is under investigation is 18 years old or older, or otherwise is being treated as an adult by the criminal justice system, the (*law enforcement agency*) and/or the County Prosecutor's Office agrees to provide to the principal of the school at which the student is enrolled all information that would otherwise be provided pursuant to the provisions of Article 8 of this Agreement.

8.9. Law Enforcement Testimony at School Student Conduct Hearings; Required Notice to the County Prosecutor

The (*law enforcement agency*) agrees, upon the request of (*school official*), to make available officer(s) to testify as appropriate in any suspension or expulsion hearing before the board of education, pursuant to *N.J.S.A. 18A:37.1 et seq.* and *N.J.A.C. 6A:16-7.1 et seq.*, or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony shall not be made public but rather shall be kept confidential in accordance with the requirements of *N.J.S.A. 2A:4A-60*, and further provided that the County Prosecutor's Office shall be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person.

8.10. Parallel School Student Conduct Proceedings

It is understood and agreed that school officials have an independent right and responsibility to initiate and pursue student conduct proceedings, pursuant to *N.J.S.A. 18A:37.1 et seq.* and *N.J.A.C. 6A:16-7.1 et seq.*, or to remove a student from school under certain circumstances including, but not limited to, those specified in the "Zero Tolerance for Guns Act," *N.J.S.A. 18A:37-7 through 12* and *N.J.A.C. 6A:16-5.5, 5.6, 5.7* and *N.J.A.C. 6A:7*. It is further understood and agreed that all school-based student conduct proceedings are separate and distinct from any juvenile or adult criminal prosecution; that law enforcement agencies shall not require or request school officials to undertake a student conduct action against a student; and

that the imposition of sanctions by both schools and by the juvenile justice system based upon a single infraction or event in no way constitutes "double jeopardy."

8.11. Notification of Arrests or Charges Filed Against School Personnel

The parties acknowledge that procedures already are in place that require prosecutors to provide notifications of indictments or convictions of public employees to the Division of Criminal Justice, which are then transmitted to the appropriate public agency. However, no notifications are required during the period between the filing of a complaint and an indictment, creating a period of time during which school administrators may be unaware of charges pending against school personnel, which may have an impact on their fitness for carrying out official duties. Therefore, it is agreed that whenever a law enforcement agency files a complaint or summons for one of the offenses listed in Article 8.11.3 below against a person that they know to be employed by a school district, or who works as a school bus driver or other outside employee in a school district, the law enforcement agency shall provide notice and a copy of the complaint to the school district no later than the next business day.

8.11.1. Applicability Not Limited to Local Jurisdiction

The requirement to notify a school district of such complaints is not limited to the school district in which the law enforcement agency is located. Notice shall be given to any school district or nonpublic school within the state of New Jersey where the accused is employed.

8.11.2. Employment Information

This requirement does not create an obligation to investigate or verify the employment of every person arrested or charged with an offense. It is intended only to require the notification in circumstances where the accused admits to employment in a school district or nonpublic school, or such information is otherwise available to the law enforcement agency.

8.11.3. Offenses Requiring Notification

Notification is required for all indictable offenses, all driving while intoxicated (DWI) offenses and any disorderly persons offenses or petty disorderly persons offenses.

8.11.4. Notification of Emergencies

Whenever local law enforcement is aware of an emergency affecting the safety of children during school hours, the Chief of Police or Station Commander or designee shall notify the principal of the school affected as soon as practicable. Law enforcement will provide all appropriate non-confidential information so that the principal can take necessary steps for the protection of students, staff and notification to parents. The Chief of Police or Station Commander shall attempt to provide, as practicable, the school principal and executive county superintendent, or his or her designee, with updated information throughout the duration of the emergency, and will provide notification when the emergency is over.

8.12. Notification to Executive County Superintendent

The Chief of Police or Station Commander will, at his or her discretion, notify the executive county superintendent of schools, or his or her designee. This notification will contain a recommendation on which additional schools should be notified by the executive county superintendent's office. The executive county superintendent shall decide which, if any, additional schools to notify, and shall make the appropriate notifications.

Article 9. School Safety and Security

9.1. Development of School Safety and Security Plans (SSSPs)

Recent tragic events in the nation's schools highlight the need for developing and maintaining up-to-date school-based safety and security plans for responding to crisis situations involving all-hazards, such as natural, technological, manmade, and biological, and student culture and climate. The district's school safety and security plans (SSSPs) should include protocols and procedures for quickly communicating to staff, students, parents, and emergency responders that a crisis situation exists. In addition, procedures for minimizing the risk of physical harm to students and staff should be initiated to reduce their exposure to any hazards. Just as it is necessary to establish protocols for responding to emergencies that require prompt and orderly actions, such as fires (see *N.J.S.A.* 18A:41-1), so too it is required to conduct monthly security drills, such as non-fire evacuations, bomb threats, lockdown, and active shooter (see *N.J.S.A.* 18A:41-6), to exercise plans that test the procedures and minimize exposure to hazardous situations, both from within and outside school facilities.

School officials shall consult with law enforcement officials, as appropriate, in planning the required school safety and security in-service training program for school staff, pursuant to *N.J.A.C.* 6A:16-5.1(d). Examples of school safety and security training that could involve law enforcement officials include providing guidance on the approved model policies of the Governor's K-12 School Security Task Force; reviewing scenarios for school safety and security drills; addressing internet safety, cyber-bullying and gangs; and reviewing the ten key findings reported by the United States Secret Service in the publication titled *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. Law enforcement officials shall identify school safety and security issues and concerns and advise the county prosecutor and chief school administrator, as appropriate.

It is understood and agreed that, pursuant to *N.J.A.C.* 6A:16-5.1(b), the conferees, including the chief of police and other representatives of law enforcement agencies, emergency management planners, fire officials, local chief school administrator, all school building principals, representatives of health and social services provider agencies and other school staff (e.g., counselors, psychologists, social workers, nurses, security, maintenance, facilities, grounds, school resource officers, food services) and community resources, as appropriate, shall provide consultation to school officials, at a minimum annually, in the development of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of *N.J.A.C.* 6A:16-5, School Safety and Security. There is nothing in the Agreement or New Jersey Administrative Code that precludes students from contributing to the

school safety and security planning in a manner prescribed by the school district that would not divulge confidential information.

It is further understood and agreed that law enforcement officials shall review and, where necessary, provide written comments to the chief school administrator concerning the required SSSPs, pursuant to *N.J.A.C. 6A:16-5.1*. It is understood and agreed that the chief school administrator shall annually submit a copy of the school district's SSSPs and promptly submit any important revisions to the plan or school grounds to law enforcement officials. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at any time there are changes to the blueprints or maps of any school or school grounds, the chief school administrator shall forward revised copies to law enforcement officials as soon as practicable. It also is understood and agreed that, pursuant to Article 7.1 the conferees shall discuss the feasibility and desirability of implementing a Safe Schools Resource Officer program.

9.1.1. Critical Incident Planning

The parties to this Agreement understand that it is important for school officials and local police departments and county prosecutors to work together to adopt and implement policies for dealing with disruptive and potentially catastrophic crisis situations for all hazards, recognizing that it is essential to consider the most appropriate response to these kinds of situations before a crisis develops. The comprehensive SSSPs, procedures and mechanisms established by school officials, pursuant to *N.J.A.C. 6A:16-5.1* and Article 2.2 of this Agreement, shall be developed in consultation with law enforcement agencies, emergency management planners, health and social services provider agencies and school and other community resources, as appropriate. Pursuant to *N.J.A.C. 6A:16-5.1(b)*, the plans, procedures and mechanisms shall be consistent with the provisions of *N.J.A.C. 6A:16-5.1* and the format and content established by the Domestic Security Preparedness Task Force, pursuant to *N.J.S.A. App. A:9-64 et seq.*, and the Commissioner of Education (e.g., the Department of Education confidential publication titled *School Safety and Security Manual: Best Practices Guidelines*), and shall be reviewed annually and updated, as appropriate.

Additionally, procedures for school lockdown, active shooter, emergency evacuation, bomb threat, risk and violence assessments, and public information sharing shall be based on the standard operating procedures (SOPs) developed by the School Security Task Force and issued by the Attorney General. The model SOPs follow other nationally-recognized standards.

9.1.2. Consultation in Development of SSSPs

It is understood and agreed that, pursuant to Article 9 and *N.J.A.C. 6A:16-5.1(b)*, the chief school administrator shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate in the development and maintenance of the school district's plans, procedures and mechanisms for school safety and security to fulfill the requirements of *N.J.A.C. 6A:16-5*, School Safety and Security.

9.1.3. Format and Contents of SSSPs

The SSSPs, procedures and mechanisms shall be consistent with the provisions of *N.J.A.C. 6A:16-5.1*. The parties agree that all SSSPs shall include defined communication and decision-making protocols (e.g., Incident Command System) and the minimum requirements for the format and contents of the plans, as determined by the Commissioner of Education and the Domestic Security Preparedness Task Force.

9.1.4. Annual Review of SSSPs

The chief school administrator shall consult with law enforcement agencies, health and social service provider agencies, emergency management planners and school and other community resources, as appropriate, in the review and updating of the school district's SSSPs, procedures and mechanisms, pursuant to *N.J.A.C. 6A:16-5.1*. It is understood and agreed that law enforcement officials shall, at a minimum, annually review and, where necessary, provide written comments to the chief school administrator concerning the required SSSPs, pursuant to *N.J.A.C. 6A:16-5.1*. It is understood and agreed that the chief school administrator shall, at a minimum, annually submit a copy of the school district's SSSPs or any important revisions to the plans to law enforcement officials. The chief school administrator agrees to supply law enforcement officials with current copies of blueprints and maps of all schools and school grounds. If at any time there are changes to the blueprints or maps, the chief school administrator agrees to forward revised copies to law enforcement officials as soon as practicable.

9.1.5. School Staff In-service Training on SSSPs

District board of education employees must participate in an annual in-service training on school safety and security to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district's plans, procedures and mechanisms for school safety and security and the provisions of *N.J.A.C. 6A:16-5* and *N.J.S.A. 18A:41*. School officials shall annually consult with law enforcement personnel regarding training. The instruction must include school security drills, and be conducted collaboratively by the school district and law enforcement, fire and emergency medical services personnel in order to identify weaknesses in school safety and security policies and procedures and increase the effectiveness of emergency responders. The training shall utilize various formats such as drills, functional exercises, and tabletop exercises. Joint training exercises may include, but are not limited to, natural disasters, bomb threats, lockdown procedures and active shooters. A law enforcement officer must be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures, pursuant to *N.J.S.A. 18A:41-1*.

9.1.6. Other Training on SSSPs

It is recommended that school districts train students on school safety procedures prior to a drill or lockdown, taking into consideration students' developmental levels, disabilities, ability to understand the English language and any additional awareness or capacity issues.

Additionally, it is further recommended that substitute teachers, college students fulfilling practicum or other student teaching requirements, and any person with regular student contact, including volunteers and contractors, be trained on the non-confidential elements of the SSSPs.

9.2. Implementation of Approved School Security Task Force Recommendations

The parties agree to work together to implement the approved recommendations of the Governor's K-12 School Security Task Force. The parties recognize that joint planning, training and consultation are needed to effectively implement these recommendations. Any Executive Orders or Directives that are issued as a result of these approved recommendations are hereby incorporated into this Agreement.

9.2.1. Sharing of Model School Security Policies (MSSP)

The Model School Security Policies for law enforcement agencies issued pursuant to the Attorney General's Law Enforcement Directive No. 2007-1 on the topics of bomb threats, active shooter response, school lockdowns, school evacuations and public information policies shall serve as templates for the development of local law enforcement policies. Local law enforcement officials shall discuss the policies which they adopt on these topics with school administrators from the school district or districts within their jurisdiction. It is further understood that school administrators shall share their procedures for critical incidents, developed in accordance with the policies issued by the Commissioner of Education, with local law enforcement officials. These procedures shall remain confidential and shall not be shared with the public.

9.3. Gang Threat and Recruiting Information

Law enforcement and school officials agree to engage in ongoing discussions and training in gang prevention and intervention, as appropriate, regarding gangs that are thought to be active in the area, gang recruiting and signs of gang activity or recruiting. School officials shall inform law enforcement officials of any signs of gang activity or recruiting observed on school grounds

9.4. Harassment, Intimidation or Bullying Policies

It also is understood that, pursuant to *N.J.A.C. 6A:16-7.7(a)1*, the harassment, intimidation or bullying policies required pursuant to *N.J.S.A. 18A:37-13 et seq.* and *N.J.A.C. 6A:16-7.7*, shall be developed by school officials in consultation with law enforcement officials, in addition to parents and other community members, including appropriate community-based social and health provider agencies and other school employees. It is agreed that law enforcement officials shall consult with school officials in the development of the policies and the annual review of the policies, the training needs of school employees and the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district, pursuant to *N.J.A.C. 6A:16-7.7(e)*. It also is understood that the executive county superintendent shall maintain a current file copy of the harassment, intimidation or bullying policies, pursuant to *N.J.A.C. 6A:16-7.7(e)5*, for review by both education and law enforcement officials, upon request.

9.5. Law Enforcement Testimony at School Student Conduct Hearings; Required Notices to the County Prosecutor

The law enforcement agency agrees, upon the request of designated school officials, to make available officer(s) to testify, as appropriate, in any suspension or expulsion hearing before the board of education, pursuant to *N.J.S.A. 18A:37.1 et seq.*, or a hearing regarding harassment, intimidation or bullying, pursuant to *N.J.S.A. 18A:37.15d*, or other appropriate school authority as may be necessary to satisfy the due process rights of a student subject to school discipline, provided, however, that it is understood and agreed that any information provided by means of such testimony must not be made public, but rather must be kept confidential in accordance with the requirements of *N.J.S.A. 2A:4A-60*, and further provided that the County Prosecutor's Office must be given prior notification and a right to preclude the giving of such testimony where the testimony may interfere with or jeopardize any ongoing investigation or prosecution of any person. See also Article 9.5 of this Agreement.

For any school hearing pursuant to the *Anti-Bullying Bill of Rights Act*, if the principal has been notified by law enforcement officials that juvenile delinquency or criminal charges are pending against one or more of the alleged offenders, the school district must notify the county prosecutor of the proposed list of witnesses at least 5 days prior to the hearing.

9.6. "Tiplines" and Crime Prevention Programs

Any school who wishes to establish "tiplines" for the reporting of suspicious activity occurring on school grounds, or within Drug-Free School Zones, or for the reporting of any other crimes or planned or threatened acts of violence, shall coordinate with the appropriate law enforcement agency and the county prosecutor's office on the creation and implementation of the tiplines. The (*school official*) hereby agrees to post notice of any such tiplines on bulletin boards and/or other appropriate places to alert students to the existence of this means of reporting suspected or future crimes on an anonymous and confidential basis.

The County Prosecutor's Office and the (*law enforcement agency*) will assist school officials who wish to develop and implement student-oriented crime prevention and awareness programs.

9.7. Unsafe School Choice Option Policy: Victims of Violent Criminal Offenses

The Unsafe School Choice Option (USCO) provision (*Section 9532 of Title IX*) under the *No Child Left Behind Act (NCLB) of 2001* sets forth, in part, the following which applies to all school buildings that are a part of a local education agency (LEA):

"... a student ... who becomes a *victim of a violent criminal offense*, as determined by *State law*, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school." (*Italics added*)

The individual victim provision of the USCO policy attempts to fulfill the requirement for LEAs to provide relief to students who have been victimized, while providing schools with a *practical* means for making determinations on incidents of victimization that are within the purview of LEAs. The individual victim policy has been crafted to enable school staff to make reasonable determinations and actions regarding the policy. LEAs are strongly encouraged,

however, to consult with their school board attorneys and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* and *N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses policy.

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated in the Unsafe School Choice Option Policy. A student is considered a victim of a violent criminal offense when:

- 1) A report has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; **and**
- 2) One or more of the following applies:
 - Law enforcement officials have filed formal charges against the perpetrator(s) for commission of the violent crime; **or**
 - The perpetrator(s) of the violent crime has received sanctions in accordance with the district board of education's code of student conduct, pursuant to *N.J.A.C. 6A:16-7.1*; **or**
 - The perpetrator(s) of the violent crime either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; **or**
 - The pre-existence of a restraining order against the perpetrator(s) of the violent crime.

Article 10. Law Enforcement Participation in Educational Programs

10.1. Law Enforcement's Contribution to Substance Abuse Education and Demand Reduction

The parties to this Agreement understand and accept that the only viable, long-term solution to the nation's drug epidemic is to reduce the public's demand for illicit substances, and that education emerges as one of the most promising means available by which to provide a generation of students with information, skills and incentives to resist the temptation to experiment with and use chemical substances. The parties further understand that the contributions of the law enforcement community to the goal of a drug-free New Jersey need not and should not be limited merely to disrupting the supply of illicit drugs; rather the law enforcement community can help to reduce the demand for drugs, not only by holding drug users accountable for their unlawful conduct, but also by actively participating in public awareness and prevention programs and educational initiatives. To this end, a number of programs have been developed by numerous organizations in which specially trained police officers participate directly in school-based educational programs. These programs are designed to teach students

about the nature and dangers of substance abuse, methods to enhance students' self-esteem, and proven techniques and skills for resisting peer pressure to experiment with drugs or engage in other dangerous activities and should support the Core Curriculum Content Standards, pursuant to *N.J.A.C. 6A:8-2*.

10.2. School Violence Awareness Week

School officials shall invite law enforcement officials to join school staff in the student discussions organized to observe School Violence Awareness Week, which occurs the week beginning with the third Monday in October of each year, pursuant to *N.J.S.A. 18A:36-5.1* and *N.J.A.C. 6A:16-5.2*. Upon invitation and as appropriate to the district's plans, law enforcement officials may assist with the student discussions required during School Violence Awareness Week.

10.3. Approval and Supervision of Educational Curricula

It is understood and agreed that education officials are at all times ultimately responsible for approving, supervising, monitoring, evaluating and otherwise ensuring the consistent high quality of all educational curricula and instructional programs provided to students, whether the instruction is provided by certified school employees or by specially trained law enforcement officers invited into the schools pursuant to Article 10.1 of this Agreement. It also is understood and agreed that local school officials remain ultimately responsible for making certain that all substance awareness instructional programs are developed and provided in a manner which is consistent with the requirements of *N.J.S.A. 18A:40A-1 et seq.*, *N.J.A.C.6A:16-3*, Comprehensive Alcohol, Tobacco and Other Drug Abuse Programs, the New Jersey Department of Education's Core Curriculum Content Standards in Comprehensive Health and Physical Education, pursuant to *N.J.A.C. 6A:8*, specifically, the indicators under Standards 2.1 (Wellness – health promotion concepts and skills), 2.2 (Integrated Skills – health enhancing personal and interpersonal skills), 2.3 (Drugs and Medicines –alcohol, tobacco, and other drugs and medicines), 2.4 (Human Relationships and Sexuality – physical, emotional and social aspects of human relationships and sexuality) and Standard 9 (21st Century Life and Careers– addressing significant related areas, such as critical thinking, self-management, interpersonal communication, character development, ethics and safety) and the subjects of conflict management, problem solving, personal responsibility and cooperation under each of these strands, and any and all applicable rules, regulations and policies adopted by the State Board of Education or the Commissioner of Education concerning the development, review, monitoring, approval and implementation of K-12 alcohol, tobacco and other drug prevention education curricula and related courses of instruction.

10.4. Procedures for Inviting, Soliciting or Promoting Police Participation in Educational Programs

It is understood and agreed that no law enforcement officer shall be permitted to provide a course of instruction to students unless the officer has been invited or requested to provide such course of instruction by the appropriate school official. In order to enhance cooperation between law enforcement and education authorities, it is agreed that all requests by school officials for

information concerning the nature and availability of law enforcement instructional programs should be directed to (*designated law enforcement liaison*) with notice of the request provided to the county prosecutor. All requests by a law enforcement agency seeking an invitation to provide an instructional program, or seeking to demonstrate the desirability of providing such an instructional program, should be directed to (*designated school official*), with notice given to the county prosecutor working in cooperation with the executive county superintendent, who will be responsible for coordinating all such invitations or requests for invitations to participate in law enforcement instructional programs. The county prosecutor further agrees to serve on an ongoing basis as an information clearinghouse to provide school officials with information concerning the availability and benefits of such law enforcement instructional programs.

Article 11. Maintenance of the Agreement

11.1. Agreement to Remain in Effect

This Agreement shall remain in full force and effect until such time as it may be modified. Modification of this Agreement shall be effected only with the mutual consent of the (*school district*), the (executive *county superintendent*), the (*police department*), and the (*county prosecutor*). Pursuant to *N.J.A.C. 6A:16-6.2(b)14ii*, all revisions shall be only in addition to, and shall not conflict with, the format and content established by the Attorney General and the Commissioner of Education and shall be in addition to and shall not conflict with the policies and procedures established pursuant to *N.J.A.C. 6A:16-6*. Modifications required by a change in state or federal law, rules or regulations or applicable guidelines or executive directives shall be made on the effective date of such revisions of law, regulations, guidelines or directives. All parties to this Agreement shall notify the other parties immediately regarding any such legal or regulatory changes.

11.2. Distribution

Copies of this agreement shall be provided to the County Prosecutor's Office, the executive county superintendent, the chief school administrator, the law enforcement chief executive of the Police Department or State Police Unit, the president of the district board of education, and each principal in the school district.

Article 12. Annual Review and Revisions of Agreement

It is understood that (*county prosecutor*), working in conjunction with the (executive *county superintendent*), pursuant to *N.J.A.C. 6A:16-6.2(b)14*, shall not less than once each calendar year, organize and conduct a meeting of representatives from the law enforcement and educational communities to discuss the implementation of and compliance with the provisions of this Agreement, pursuant to *N.J.A.C. 6A:16-6.2(b)13*, throughout the county, to discuss any other matters of mutual concern, and to recommend revisions to this Agreement, insofar as, pursuant to *N.J.A.C. 6A:16-6.2(b)14ii*, the revisions are in addition to and do not conflict with the format and content established by the Attorney General and the Commissioner of Education and that are

in addition to and do not conflict with the policies and procedures established pursuant to *N.J.A.C. 6A:16-6*.

It is understood that every chief of police, school building principal and local chief school administrator shall be invited to attend, along with any other persons or representatives of organization who could contribute to or benefit from the proceedings. Following each conference, the (*county prosecutor*) shall provide a copy of the revised MOA, or the revised section of the MOA, to all participants.

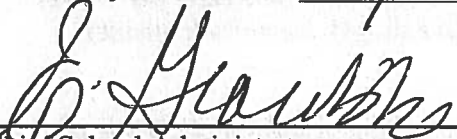
- During this meeting, schools and law enforcement shall discuss the content of the Agreement, with a special focus on:
- Which acts are mandatory reports to law enforcement and which acts are non-mandatory reports to law enforcement
- The process by which schools may consult with law enforcement to discuss an incident, report an act in school, and obtain informal guidance about concerns
- How law enforcement will respond to such calls
- The process by which law enforcement may call schools to report an act outside of school
- How schools will respond to such calls

Appendix B details the Annual Review Guidelines.


12.1 Affirmation

As an expression of our mutual concern and commitment to students, and to the level of cooperation and understanding described in this Agreement, the undersigned parties do hereby affirm and agree to abide by the standards, procedures, principles and policies set forth in this document.

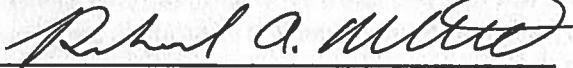
On this day and month of 2/4 in the Year of 2019



Chief School Administrator



Chief, Police Department or Station Commander



President, District Board of Education

Executive County Superintendent of Schools

County Prosecutor

Appendix A: Definitions

As used in this Agreement:

"Controlled Dangerous Substance" means a drug, substance, or immediate precursor in Schedules I through V of article 2 of P.L.1970, c.226 (C.24:21-1 et seq.), per *N.J.S.A. 24:21-2*. The term shall not include distilled spirits, wine, malt beverages, as those terms are defined or used in R.S.33:1-1 et seq., or tobacco and tobacco products." Included in Schedules I – V are: opiates and opium derivatives, hallucinogenic substances, cannabinoids, coca leaf derivatives (cocaine), methamphetamine, barbiturates (and other sedative drugs), narcotics (codeine), nalorphine, anabolic steroids

"Deadly weapon" means any weapon or device within the meaning of *N.J.S.A. 2C:39-1r* or *2C:39-3*. and includes any device readily capable of lethal use or of inflicting serious bodily injury, including, but not limited to, gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood and any weapon or other device which projects, releases or emits tear gas or any other substance intended to produce temporary physical, discomfort or permanent injury through being vaporized or otherwise dispensed in the air (i.e., mace, pepper spray, paintball guns). Deadly weapon also means any ammunition for a firearm.

"Firearm" means any firearm within the meaning of *N.J.S.A. 2C:39-1f*, and includes any handgun, rifle, shotgun, machine gun or automatic or semiautomatic rifle regardless of whether such firearm is operable or loaded with ammunition. The term includes "BB" and "air" guns.

"Operating School Hours" shall include the time in which a school is in session or when students are engaged in school related activities under the supervision of professional school staff.

"Planned Arrest" shall mean an arrest or taking into custody based upon probable cause which was known to a law enforcement officer sufficiently in advance of the time of the actual arrest, whether as a result of an undercover school operation, planned surveillance, or otherwise, so that there was sufficient opportunity for the arresting officer or any other law enforcement officer to apply for and obtain an arrest warrant, even though an arrest warrant may not have been sought or issued. The term shall also include arrests made pursuant to a "clean sweep" (e.g., multiple arrest) operation.

"Planned Surveillance" shall mean a planned operation wherein a law enforcement officer(s) enters onto school grounds, including school buildings and school buses, in plainclothes during operating school hours for the purpose of observing or participating in activities associated with the use, possession or distribution of any controlled dangerous substance, alcoholic beverages or firearms or dangerous weapons. This term shall not include observations made by a law

enforcement officer, whether in uniform or in plainclothes, from any place or property not owned or used by a school or school board.

"Routine Patrol" shall mean activities undertaken by a law enforcement officer whether in uniform or in plainclothes and whether on foot or in a marked or unmarked vehicle, to patrol areas within a drug-free school zone (*N.J.S.A. 2C:35-7*) for the purposes of observing or deterring any criminal violation or civil disturbance.

"Serious Bodily Injury" shall have the same meaning as that term is used in *N.J.S.A. 2C:11-1b* and means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or the protracted loss or impairment of the function of any bodily member.

"Significant bodily injury" shall have the same meaning as that term is used in *N.J.S.A. 2C:11-1d*, and means bodily injury which creates a temporary loss of the function of any bodily member or organ or temporary loss of any one of the five senses.

"Spontaneous Arrest," in distinction to a planned arrest, shall mean an arrest or taking into custody based upon probable cause to believe that an offense is being committed in the arresting officer's presence under circumstances where the officer could not have foreseen with certainty that the specific offense would occur and thus where the arresting officer had no reasonable opportunity to apply for an arrest warrant. The term shall also include any arrest or taking into custody in response to a request by a school official pursuant to Article 6.1 of this Agreement.

"Undercover School Operation" shall mean a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances, alcoholic beverages or the unlawful use, possession or distribution of firearms or dangerous weapons. The procedures for planning and approving an undercover school operation are set forth in Article 6.3. of this Agreement.

Appendix B: Annual Review

Guidance on the Annual Review and Approval Of The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

The following information is intended to clarify the requirements for the annual review and approval of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* (MOA) and describe general procedures for facilitating the annual review and approval. The annual adoption and implementation of the MOA is required by all of the following:

- Public school districts;
- Charter schools and renaissance school projects;
- Jointure commissions;
- Educational services commissions; and
- Approved private schools for students with disabilities.

Annual Review Process

- District board of education's policies and procedures must include an annual process for the chief school administrator and appropriate law enforcement officials to do the following:
 - Discuss the implementation of and the need for revising the MOA; and
 - Review the effectiveness of the policies and procedures adopted by the district board of education and implemented by the school district in accordance with *N.J.A.C. 6A:16-6*.
- There is no set time period for the review, but it must occur annually.
- The annual review must include input from the executive county superintendent, community members (which could include board of education members) and meeting(s) with the county prosecutor and the law enforcement officials designated by the county prosecutor.
- There is no requirement or provision for an annual, one-page update form, unless a local update form is used to formally document the annual review and signatures.
- In the case of educational agencies without district boards of education (e.g., charter schools, renaissance school projects, approved private schools for students with disabilities), the authorized officer of the educational agency's governing body would sign where indicated for the president of the district board of education.

Signatures and Copies

The MOA must be approved by the following school and law enforcement officials:

- President of the district board of education;
- Chief school administrator (includes charter school and renaissance school project lead persons and administrators of approved private schools for students with disabilities);

- Chief(s) of the police department or the station commander(s), as appropriate;
- Executive county superintendent; and
- County prosecutor.

Therefore, each of these officials must sign and receive a signed copy of the MOA annually. At a minimum, **five signed copies of the MOA** must be processed each year, subsequent to the annual discussion.

Procedures to Facilitate the Annual Review and Approval of the MOA

Each county prosecutor's office and county office of education may have an established procedure for obtaining the signatures and copies subsequent to the annual discussion. To further support the annual review and signature process, please consult the list of suggested activities below.

Suggested Activity	Person Responsible
<ul style="list-style-type: none"> • Schedule meetings with the Chief of Police or Station Commander, as appropriate, to discuss the revised MOA 	Chief School Administrator
<ul style="list-style-type: none"> • Meet to discuss and review the MOA • After the meeting, both individuals sign five (5) copies of the MOA <ul style="list-style-type: none"> • Note: Attach any additional approved MOA provisions and contact information to each signed copy of the MOA • Forward the five (5) signed copies to the Executive County Superintendent 	Chief School Administrator, Chief of Police or Station Commander
<ul style="list-style-type: none"> • Review, approve and sign the five (5) copies of the MOA • Forward the signed copies to the County Prosecutor 	Executive County Superintendent
<ul style="list-style-type: none"> • Review, approve and sign the five (5) copies of the MOA • Retain one (1) original copy of signed MOA for his/her file • Forward one (1) original copy of signed MOA to Chief of Police or Station Commander • Return three (3) copies of signed MOA to Executive County Superintendent 	County Prosecutor
<ul style="list-style-type: none"> • Retain one (1) original copy of signed MOA for his/her file • Forward one (1) original copy of signed MOA to Chief School Administrator and one (1) original copy of signed MOA to president of district board of education 	Executive County Superintendent
<ul style="list-style-type: none"> • Send a copy to each district principal and any district participant at annual revision meeting 	Chief School Administrator

More information and resources are available on the NJDOE *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* webpage. Should you have additional questions, please contact the Office of Student Support Services at EdLawMOA@doe.nj.gov or 609-376-9109.

Appendix C: Table of Mandatory Reports to Law Enforcement

This table provides a brief description of the seven mandatory reports to law enforcement that are detailed in Article 3. Further details, exceptions to the mandatory report of these offenses, and law enforcement response are noted by offense type in Article 3. A mandatory report to law enforcement does not preclude the law enforcement agency's ability to investigate the act and decide that no further action is needed, or recommend a stationhouse adjustment, as outlined in Article 4.2.

Mandatory Report Offenses
Controlled and Dangerous Substances
Whenever any school employee has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to <i>N.J.A.C. 6A:16-6.3</i> (Article 3.2).
Firearms and Dangerous Weapons
Whenever any school employee in the course of his or her employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to <i>N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b)</i> (Article 3.6).
Planned or Threatened Violence
Whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to <i>N.J.A.C. 6A:16-6.3(c) through (e)</i> (Article 3.10).
Sexual Offenses
Whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to <i>N.J.A.C. 6A:16-6.3(d)</i> (Article 3.12).
Assaults on District Board or Education Members or Employees
Whenever any school employee in the course of his or her employment develops reason to believe that an assault upon a teacher, administrator, other school board employee, or district board of education member has been committed, with or without a weapon, pursuant to <i>N.J.A.C. 6A:16-5.7(d)5</i> (Article 3.14).

Bias-Related Incidents

Whenever any school employee in the course of his or her employment develops reason to believe a "bias-related act" has been committed or is about to be committed on or off school grounds, pursuant to <i>N.J.A.C. 6A:16-6.3(e)</i> (Article 3.16).

Potentially Missing, Abused, or Neglected Children

Whenever any school employee in the course of his or her employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to <i>N.J.A.C. 6A:16-11.1(a)3i through iii</i> (Article 3.17).
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District Fingerprint Approved Subs

12A

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

BOE Approval Date

Certificate Expiration

Abdur-Rahim Mecca Edgewater Park, Riverton Edgewater Park 8/28/2018

09/18/2023

Anderson Catherine Riverton 11/28/2017

Never

Atkinson Kristin Delanco 9/13/2017

8/17/2022

Baiata Kimberly Delanco 6/13/2018

8/30/2023

Barber Cynthia Beverly, Edgewater Park Edgewater Park 9/25/18

11/16/2022

District Fingerprints Approved

Last Name First Name

Nurse

State Postal Code

BOE Approval Date

Certificate Expiration

Belford	Tyrone	Beverly, Delanco, Edgewater Park	Never	10/10/2018
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Best	Moral	Beverly, Edgewater Park, Riverton	2/22/2024	2/13/2019
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BOYLE	KRISTINE	Delanco	Nurse	9/28/2021	2/8/2017
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BROWN	LAURA	Beverly, Delanco, Edgewater Park, Riverton	Never	2/8/2017
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Brown	Tatyana	Edgewater Park	3/27/2023	Edgewater Park 3/27/2018
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Last Name

First Name

District Fingerprints Approved

City

State Postal Code

Nurse

BOE Approval Date

Certificate Expiration

Burmeister

Lois

Delanco

Never

11/14/2018

Callahan

Eugene Jr.

Delanco, Edgewater Park

8/8/2022

Edgewater Park 8/22/17

CASTELLI

JAMES

Beverly, Delanco, Edgewater Park

Never

2/8/2017

CHANG

CHRISTINA

Delanco

10/14/2021

11/14/2016

COLLAZO

RENEE

Beverly, Riverton

Palmyra

NJ 08065

1/15/2021

2/8/2017

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

Certificate Expiration

BOE Approval Date

COLLINS BARBARA Beverly, Delanco 2/8/2017
 1/2/2020

COOPER HARRIS JOAN Beverly, Edgewater Park 2/8/2017
 Never

Coriolan-Bastien Marjorie Edgewater Park Edgewater Park 06/27/2018
 Nurse 07/06/2023

David Shavone Edgewater Park Edgewater Park 09/25/2018
 12/18/2023

DEATORE KIMBERLY Beverly, Delanco, Edgewater Park, Riverton Edgewater Park 3/28/2017
 5/12/2022

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

BOE Approval Date

Certificate Expiration

DECHNIK SUSAN

Riverton

Never

2/8/2017

Demiani Renee

Beverly, Delanco, Edgewater Park, Riverton

Never

Edgewater Park 1/29/2019

DEY PRATIBHA

Delanco, Edgewater Park

8/1/2021

2/8/2017

DiMiero James

Delanco

1/22/2024

2/13/2019

Drake Kim

Beverly, Delanco, Edgewater Park, Riverton

Nurse

06/28/2023

Edgewater Park 06/27/2018

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

BOE Approval Date

Certificate Expiration

Beverly, Delanco, Edgewater Park, Riverton

JAMES

DYCH

10/17/2021

2/8/2017

KIMBERLY

EKELBURG

Delanco, Edgewater Park

11/20/2019

Edgewater Park 5/30/2017

SALLY

FUSCO

Delanco, Edgewater Park

Nurse

3/6/2020

2/8/2017

Alicia

Grimes

Edgewater Park

Nurse

7/26/2023

Edgewater Park 06/27/2018

JOANNE

GRIMES

Delanco, Edgewater Park

6/25/2019

2/8/2017

Last Name

First Name

District Fingerprints Approved

City

State Postal Code

Nurse

Certificate Expiration

BOE Approval Date

HARRIS

KEN

Delanco, Edgewater Park, Riverton

3/24/2020

2/8/2017

JACKSON

JOANNA

Beverly, Delanco, Edgewater Park

8/10/2021

2/8/2017

Jackson

Sylvester

Delanco

1/15/2024

2/13/2019

JACOBSEN

JUDY

Riverton

Never

2/8/2017

JIAMPETTI

GARY

NONE (Grandfathered in Edgewater Park)

Never

2/8/2017

District Fingerprints Approved

Last Name First Name

Nurse

State Postal Code

City

Certificate Expiration

BOE Approval Date

JOHNSON	DAVID	Beverly, Delanco, Edgewater Park	Never	2/8/2017
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Jones	Shirley	Edgewater Park		Edgewater Park 08/28/2018
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KAMINSKI	LEE ANN	Beverly, Delanco, Edgewater Park, Riverton	Never	Edgewater Park 5/2/2017
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LEBON	CARLA	Edgewater Park		2/8/2017
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LIPPINCOTT	MARILYN	NONE (Grandfathered in Riverton ONLY)	Never	2/8/2017
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District Fingerprints Approved

Last Name First Name

Nurse

State Postal Code

BOE Approval Date

Certificate Expiration

Mack	Jeffrey	Riverton	Riverton	Riverton 9/25/2018
Marcus	Larry	Delanco, Edgewater Park, Riverton	10/11/17	
MC BREATHY	MAUREEN	Delanco, Beverly	1/30/2019	2/8/2017
MC RAE	CRYSTAL	Edgewater Park	Never	2/8/2017
Megee	Jamie	Edgewater Park	06/18/2023	Edgewater Park 6/27/18

District Fingerprints Approved

Last Name First Name

Nurse

State Postal Code

Certificate Expiration

BOE Approval Date

Meyers	Jeffrey	Edgewater Park, Riverton	01/08/2023	10/10/2018
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Miranda	Daniel	Beverly	2/1/2022	Beverly 2/15/2017
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MULHERN	JOHN	Delanco, Edgewater Park, Riverton	10/31/2021	2/8/2017
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NEMETH	JOHN	Beverly, Delanco, Edgewater Park	10/10/2023	10/10/2018
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NEMETH	KAREN	Beverly, Delanco, Edgewater Park, Riverton	5/2/2021	2/8/2017
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Last Name

First Name

District Fingerprints Approved

City

State Postal Code

Nurse

BOE Approval Date

Certificate Expiration

NILES

CRISTA

Delanco, Edgewater Park

Nurse

11/18/2020

2/8/2017

Ochs

Edward

Riverton ONLY

Never

Riverton 12/13/17

O'HARE

ELIZABETH

Edgewater Park

08/16/2023

2/8/2017

PAHL

(MARY) DIANE

Beverly, Delanco, Edgewater Park

2/20/2019

2/8/2017

Perez

Nikole

Beverly, Delanco, Edgewater Park, Riverton

None

9/13/2017

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

Certificate Expiration

BOE Approval Date

PERICE	LINDA				Beverly, Delanco, Edgewater Park, Riverton	2/8/2017
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RIZZO	GREGORY				Beverly, Delanco, Riverton	2/8/2017
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Robinson	Cameron				Edgewater Park,	Edgewater Park 1/23/18
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SANDERS	CRAIG				Edgewater Park, Riverton	2/8/2017
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SANDERS	MONICA				Beverly, Delanco, Edgewater Park, Riverton	2/8/2017
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Last Name

First Name

District Fingerprints Approved

City

State Postal Code

Nurse

BOE Approval Date

Certificate Expiration

Sanders

Sheila

Edgewater Park

09/18/2023

Edgewater Park 9/25/18

SCOTT

GERALD

Beverly, Delanco, Edgewater Park

08/04/2019

2/8/2017

Shields

Walter

Edgewater Park

Nurse

07/06/2023

Edgewater Park 06/27/2018

SHIVELY

LISA

Beverly, Delanco

Nurse

Never

2/8/2017

SNOWDEN

PAULINE

Delanco, Edgewater Park

04/30/2023

2/8/2017

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

BOE Approval Date

Certificate Expiration

Solanki	Vishu								Beverly, Delanco, Edgewater Park, Riverton	Edgewater Park 12/17/2018
---------	-------	--	--	--	--	--	--	--	--	---------------------------

SPENCE	DIANE								Beverly, Delanco, Edgewater Park, Riverton	2/8/2017
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STEWART	MARY								Beverly, Delanco, Edgewater Park, Riverton	Edgewater Park 5/2/2017
---------	------	--	--	--	--	--	--	--	--	-------------------------

Suliman	Brown								Edgewater Park, Delanco, Riverton	Edgewater Park 11/20/18
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TATTI	KATHY								Beverly, Delanco, Edgewater Park	2/8/2017
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District Fingerprints Approved

Last Name First Name

Nurse

State Postal Code

BOE Approval Date

Certificate Expiration

THORN RENEE' Beverly, Delanco, Edgewater Park

2/8/2017

07/24/2019

Riverton

DONNA

2/8/2017

Never

All Districts

James

Edgewater Park 4/24/18

Never

Riverton

BARBARA

Nurse

2/8/2017

Never

Edgewater Park

Daisy

Edgewater Park 12/14/2017

09/05/2023

District Fingerprints Approved

Last Name First Name

Nurse

City State Postal Code

Certificate Expiration

BOE Approval Date

YANSICK	KATHLEEN			Riverton	2/8/2017
	Nurse		08/12/2021		

YOUNG CHRISTINE Beverly, Delanco, Edgewater Park, Riverton

08/04/2020 2/8/2017

ZITZLER	MARYELLEN			Grandfathered by Edgewater Park	2/8/2017
			Never		

School-Based SLPs: A Language Processing Disorder – What It Is and How to Treat It



A Unique One-Day Seminar Presented by

Margo Kinzer Courter,
MBA, MA, CCC-SLP, BCS-CL

Speech-Language Pathologist, Author and National Presenter

Specifically Designed for Speech-Language Pathologists
Serving Grades K-12

Powerful, current strategies for SLPs to address a Language Processing Disorder (LPD), using the latest research and best practices in school settings

Dozens of practical intervention strategies designed to increase students' language processing skills

Innovative techniques to address the linguistic, cognitive and perceptual features of language processing

Receive an extensive LPD resource handbook filled with techniques, ideas and key strategies you can use immediately to treat a Language Processing Disorder

ASHA CEUs AVAILABLE AT ALL LOCATIONS

New Jersey

Cherry Hill (Mt. Laurel) – March 18

New York

Albany – March 21

Long Island (Plainview) – March 19

Newburgh – March 20

(New Windsor)

Vermont

Burlington – March 22

(South Burlington)

CEUs and Graduate Credits Available
See page 6 for details

*'Thorough, knowledgeable
and engaging.
Thank you!'*

– DANA KLIGMAN, SLP

Ten Key Benefits of Attending

'Practical strategies and tools that I can start using tomorrow! This was a spectacular seminar!'

TARA ROOF, SLP



Who Should Attend

Speech-Language Pathologists Serving Grades K-12

- 1. What School-Based SLPs Need to Know About a Language Processing Disorder**
What is it, and how do I treat it? ... Explore the many facets that may be included in a Language Processing Disorder
- 2. Build Your Toolbox of Highly Effective and Engaging Language Processing Intervention Strategies**
Discover numerous ready-to-use therapy materials, including games, mind maps and computer/IPAD-based intervention strategies to promote students' language processing skills and academic success
- 3. Explore Assessment Instruments to Find the Specific Language Processing Deficits**
Align your evaluation and ongoing clinical assessment with specific assessment tools that allow you to pinpoint a Language Processing Disorder
- 4. Align Your Therapy Intervention with the Linguistic, Cognitive and Perceptual Areas of a Language Processing Disorder**
Discover how specific areas of language can be impacted by a Language Processing Disorder: linguistic (syntax, semantic retrieval, pragmatics, and supralinguistic skills), cognitive (working memory, processing time, and executive function) and perceptual (central auditory processing, phonemic awareness, and word discrimination)
- 5. Connect Your Language Processing Therapy with Literacy Instruction and Academic Standards**
Learn powerful techniques to improve phonemic awareness that are necessary to discriminate sounds correctly for literacy development ... Incorporate the academic standards into your therapy and know which concepts to emphasize in order to increase students' academic success
- 6. Implement Powerful Vocabulary and Retrieval Strategies for Classroom and Curriculum-Based Vocabulary**
Increase students' ability to retrieve vocabulary in context ... Highly effective strategies to enhance vocabulary development and retrieval in words and discourse
- 7. Analyze Other Areas that Will Impact Students' Language Processing**
Explore other diagnoses that may also be present with a Language Processing Disorder ... Discover how attention deficits and short-term memory deficits impact language processing
- 8. Expand Your Intervention Strategies to Support Students Who Struggle with Written Language Expression Due to a Language Processing Disorder**
Proven methods and therapy techniques to support students who struggle with written language expression ... Specific ways to support written language skills and help your students be more successful with their written expression
- 9. Increase Collaboration Between SLPs, Classroom Teachers, Resource Teachers, and Other Staff**
Specific strategies to build a collaborative partnership with staff to support students with a Language Processing Disorder ... Many practical and effective ways to help you incorporate your interventions into a variety of school settings and academic subjects
- 10. Receive an Extensive Language Therapy Resource Handbook**
You'll leave with a detailed language therapy resource handbook packed with step-by-step activities, materials and resources designed to make your language therapy program more efficient and effective

Outstanding Strategies You Can Use Immediately

What You Will Learn ...

- **Determine a concise definition of a Language Processing Disorder**, including a working diagnosis of LPD characteristics
- **Analyze signs and symptoms of a Language Processing Disorder** – determine a profile of IQ and achievement often seen as a Language Processing Disorder
- **Utilize Bloom’s Taxonomy to promote higher-order thinking** and learn how it is often used to describe language processing skills
- **Develop an assessment protocol** that evaluates the linguistic, cognitive and perceptual components of language processing skills
- **Identify linguistic skills impacted by a Language Processing Disorder**—determine how syntax, semantic retrieval, social language, and supralinguistic skills are impacted
- **Determine cognitive difficulties associated with a Language Processing Disorder** – identify the lag in language processing time and executive function skills including short-term working memory often diagnosed as part of a Language Processing Disorder
- **Analyze the perceptual features of a Language Processing Disorder** – determine how phonemic discrimination and auditory processing may be included as part of a Language Processing Disorder
- **Utilize innovative and easy-to-use therapy ideas for treating a Language Processing Disorder** – target linguistic, cognitive and perceptual activities
- **Identify concomitant diagnoses** – determine associated diagnoses such as attention deficit disorder, central auditory processing disorder and receptive/expressive language disorder



Practical Ideas and Strategies

For SLPs, the term a “Language Processing Disorder” is often unclear because there is not yet an official diagnosis through ASHA. SLPs are typically left to their own interpretations based on observable characteristics to determine what underlying difficulties are leading to receptive and expressive language disorders, and resulting academic difficulties.

What is a Language Processing Disorder, and how can we as school-based SLPs best support and intervene? Often a student who has difficulty with expressive language and/or receptive language is described as having a Language Processing Disorder. A student with a Language Processing Disorder often has difficulty gaining meaning from spoken language due to short-term memory deficits or discrimination difficulties. The student often demonstrates poor written output due to difficulty with syntax and semantics. Reading comprehension is often impacted due to higher-order language impairment. The student shows difficulty expressing thoughts in verbal form due to difficulty retrieving thoughts. These difficulties are due to the linguistic, cognitive and perceptual components of a Language Processing Disorder.

In this seminar experienced Speech-Language Pathologist and national presenter, **MARGO KINZER COURTER**, will help you build your toolbox of ways to identify and treat a Language Processing Disorder in students with whom you work. **The emphasis will be on the most current, research-based, practical strategies and interventions you can implement immediately in your therapy.**



A Message From Seminar Leader, Margo Kinzer Courter



Uniquely Qualified Instructor

MARGO KINZER COURTER is a national expert and presenter on topics related to language and academic success, who is passionate about helping school-based SLPs treat students with a Language Processing Disorder. Margo has worked in a variety of settings in her 29 years of practice with children, ranging from preschool to high school. She served as the Director of Curriculum and Instruction in a school for students with learning disabilities. In private practice, she provides direct intervention in school and clinical settings, and provides consultations for children with language-based learning disabilities. Margo is the author of *Here's How Children Learn Speech and Language: A Text on Different Learning Strategies* from Plural Publishing, and *Phonemic and Phonological Awareness through Visual Phonics* through Courter Communications. She is also the author of *A Language Processing Disorder – What It Is and How to Treat It*, the extensive resource handbook each participant will receive. **Join Margo for this idea-packed seminar, filled with numerous, practical strategies and interventions for students with a Language Processing Disorder.**

Dear Colleague:

I am sure you would agree that a key to academic success is students' expressive and receptive language ability. The development of language processing skills is vital in giving students a strong academic start in school and is necessary for success in life. When students struggle because of a processing disorder, their success in school can be delayed or jeopardized. As SLPs, we can play a vital role in helping students with a Language Processing Disorder and in ensuring their academic growth and success.

In a Language Processing Disorder, receptive and expressive language are weaker than IQ would predict. Higher-order, abstract oral comprehension is particularly problematic. When language is removed from a task, the student does much better. For example, he can categorize visually but not verbally. Oral reading speed usually is problematic too, but appears to be a retrieval rather than a phonics issue. Also, short-term visual memory may be stronger than short-term verbal memory.

I have had the privilege to work with students who struggle with a Language Processing Disorder for many years. I have developed an extensive repertoire of time-efficient, practical therapy techniques that I am excited to share with you. It is my goal to help you expand your language therapy and instructional options in numerous ways. I want to share proven methods you can use to address and strengthen the linguistic, cognitive and perceptual difficulties often seen in students with a Language Processing Disorder.

Please join me for a fast-paced, productive day, focused on specific ways you can improve students' language development both in the therapy room and in the classroom setting. I promise, you will leave with an expanded toolkit of ideas and a fresh perspective on how to better serve students who are struggling with a Language Processing Disorder.

Sincerely,

Margo Kinzer Courter, MA, CCC-SLP

P.S. This seminar is filled with a variety of quick and easy-to-implement ideas that will help you to be a hands-on, interactive SLP – ideas you will be able to use immediately.

'I want to share proven methods you can use to address and strengthen the linguistic, cognitive and perceptual difficulties often seen in students with a Language Processing Disorder.'

What Your Colleagues Say About Margo Kinzer Courter

"Great examples of practical language therapy solutions. Hoping to use many this school year ... Wish I would have had them sooner! Thanks, Margo!"

Kelly D., SLP

"Lots of great strategies to use tomorrow. Friendly and readily available for questions now or later. Engaging! The day flew by!"

Julie Current, SLP

"Excellent presenter and resource handbook. Very organized presentation, nice pacing and many practical therapeutic applications."

Rita Weissman, SLP

"Lots of valuable resources and suggestions. Margo is very knowledgeable about the subject matter."

Amy Kathryn Taylor, Speech Therapist



"Great information! I can't wait to take the ideas I heard today back to my school."

Amy Whitsett, SLP

"This seminar is extremely informative and Margo held my attention throughout the day! Excellent learning experience!"

Susan Golden, SLP

"Great presentation and a lot of applicable materials. Margo is very knowledgeable and offers great examples."

Connie Rader, Speech Therapist

"I can't wait to try these new strategies at school!"

Sarah Buening, SLP

"Margo is so knowledgeable and gave us so many practical ideas/strategies. Thank you!"

Sheila Gensler, SLP

Special Benefits of Attending

Extensive Resource Handbook

Each participant will receive a Language Processing Disorder handbook, specifically designed for this seminar.



Online Learning

BER offers educators a wide range of online courses that are affordable, fun, fast, and convenient. BER is now offering On Demand Video-Based courses. You may earn optional graduate-level credits for most courses. See the catalog of available courses at www.ber.org/onlinelearning

On-Site Training

Most BER seminars can be brought to your school or district. See the options at www.ber.org/onsite or call 877-857-8964 to speak to one of our On-Site Training Consultants.

ASHA CEUs Available



The Bureau of Education & Research is approved by the Continuing Education Board of the American Speech-Language-Hearing Association (ASHA) to provide continuing education activities in speech-language pathology and audiology. See course information for number of ASHA CEUs, instructional level and content area. ASHA CE Provider approval does not imply endorsement of course content, specific products, or clinical procedures.

This course is offered for **0.50 ASHA CEUs (Intermediate level, Professional area)**.

ASHA-Required Disclosure Statement for Margo Kinzer Courter:

Financial: Consultant for the Bureau of Education & Research and receives honorarium compensation. She is the owner and has intellectual property rights within Courter Communications and receives financial benefit from book sales.

Nonfinancial: No relevant nonfinancial relationships exist.

Please bring your ASHA Account Number to the seminar if you will be completing paperwork for the ASHA CE Registry.

Meet Inservice Requirements / Earn State CEUs

Participants will receive a certificate of participation that may be used to verify continuing education hours.

CEUs Available:

New Jersey

NJ Professional Development Hours Available with Prior District Approval
PA CPE Hours Verification Available with Prior District Approval

New York

5 NY CTLE Hours Available
CT Five (5) Contact Hours Available with Prior District Approval in Newburgh
NJ Professional Development Hours Available with Prior District Approval in Long Island and Newburgh

Vermont

VT Inservice Credit Available with Prior District Approval
5 NY CTLE Hours Available

Earn One to Four Graduate Semester Credits



CHAPMAN UNIVERSITY SYSTEM

Up to four graduate level professional development credits are available with an additional fee and completion of follow-up practicum activities. Details for direct enrollment with Brandman University, part of the Chapman University system, will be available at this program.

Can't Attend? Other Professional Development Options:



Related Online Course

A related On Demand Video-Based Online Learning course, *Timesaving Strategies to Integrate Your SLP Interventions Into Classrooms: Moving from a Caseload to a Workload Approach*, for Grades P-12, is available for immediate registration.

To enroll, visit www.ber.org/onlinelearning

•))) Related Staff Development Audio Seminar

A related BER seminar, *Current, Best Strategies to Help SPEECH-LANGUAGE PATHOLOGISTS Better Meet Student Needs (Grades K-12)*, presented by another speech-language pathologist, Linda Eve Seth, is available on CDs with a comprehensive resource handbook at a cost of \$99.00 plus \$9.00 shipping and handling. To order, call toll-free 1-800-735-3503 (**Stock #A-XPS-2149**) or use the order form on page 7.

Please visit www.berproducts.org/audio-seminars.html for more information

PLEASE NOTE: ASHA CEUs are not available with audio seminar programs.

School-Based SLPs: A Language Processing Disorder – What It Is and How to Treat It

Registration (XYV9S1)

- 1. Albany, NY – March 21, 2019
- 2. Burlington (South Burlington), VT – March 22, 2019
- 3. Cherry Hill (Mt. Laurel), NJ – March 18, 2019
- 4. Long Island (Plainview), NY – March 19, 2019
- 5. Newburgh (New Windsor), NY – March 20, 2019

FIRST NAME	M.I.	LAST NAME
POSITION, SUBJECT TAUGHT		
GRADE LEVEL		
SEMINAR LOCATION NUMBER: _____ (Please see list above)		

List additional registrants on a copy of this form

SCHOOL NAME	
SCHOOL MAILING ADDRESS	
CITY & STATE	ZIP CODE
SCHOOL PHONE NUMBER	HOME PHONE NUMBER
)	()

*Registration confirmations are sent via e-mail.
If you would like a confirmation, please provide your e-mail address.*

E-MAIL ADDRESS	
HOME MAILING ADDRESS	
CITY & STATE	ZIP CODE

IMPORTANT: PRIORITY ID CODE: XYV9S1

METHOD OF PAYMENT – Team Discount Available

The registration fee is \$269 per person, for teams of three or more registering at the same time, the fee is \$249 per person. **Payment is due prior to the program.** No cash please.

- A check (payable to Bureau of Education & Research) is attached
- A purchase order is attached, P.O. # _____ (Be sure to include priority ID code on the P.O.)
- Charge my: MasterCard VISA Discover

Account # _____ Exp. Date: _____ MO/YR

Billing Zip Code: _____ 3 Digit CVV Code: _____ (Found on back of card)


Please print name as it appears on card _____ Signature (required for credit card purchases)

FOUR EASY WAYS TO REGISTER:

 REGISTER ONLINE at: www.ber.org

 FAX this form to: 1-425-453-1134

 PHONE toll-free: 1-800-735-3503 (Weekdays 6 am - 6 pm Pacific Time)

 MAIL this form to: Bureau of Education & Research
915 118th Avenue SE • PO Box 96068
Bellevue, WA 98009-9668

Program Hours

All seminars are scheduled 8:30 a.m. - 3:15 p.m.
Check-in 8:00 a.m. - 8:30 a.m.

Fee

The registration fee is \$269 per person, \$249 per person for groups of three or more registering at the same time. Call us at 1-800-735-3503 for groups of ten or more. **Payment is due prior to the program.** No cash please. Fee includes seminar registration, morning coffee and tea, a personalized certificate of participation, and an extensive resource handbook.

Meeting Sites and Hotel Accommodations

Seminars will be held at the following sites:

- Albany: Hilton Garden Inn Medical Center, (518) 396-3500
- Burlington: Holiday Inn – South Burlington, (802) 863-6363
- Cherry Hill: Westin – Mt. Laurel, (856) 778-7300
- Long Island: Four Points by Sheraton – Plainview, (516) 694-6500
- Newburgh: Homewood Suites – Airport, (845) 567-2700

If needed, please make your own hotel reservations by calling the appropriate hotel listed above.

Cancellation/Substitutions:

100% of your paid registration fee will be refunded if you can't attend and notify us at least 10 days before the conference. Late cancellations will be refunded less a \$15 service fee. Substitutions may be made at any time without charge.

Program Guarantee

We stand behind the high quality of our programs by providing the following unconditional guarantee: If you are not satisfied with this program, we'll give you a 100% refund of your registration fee.

Can't Attend?

- I'd like to order the CD version of the related seminar, *Current, Best Strategies to Help SPEECH-LANGUAGE PATHOLOGISTS Better Meet Student Needs (Grades K-12)*, by Linda Eve Seth, \$99.00 plus \$9.00 shipping (Stock #A-XPS-2149).

Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at www.ber.org

XYV9S1

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School-Based SLPs: A Language Processing Disorder – What It Is and How to Treat It



**Best Practices to Strengthen Your Therapy for
a Language Processing Disorder**

A Unique One-Day Seminar

Coming to a Location Near You

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SLPs: A Language Processing Disorder – What It Is and How to Treat It

XYV951

**School-Based SLPs:
A Language Processing Disorder –
What It Is and How to Treat It**

BER
Bureau of Education & Research

ASHA CEUs Available



A Unique One-Day Seminar Coming to a Location Near You

Presented by

Margo Kinzer Courter,

MBA, MA, CCC-SLP, BCS-CL

Speech-Language Pathologist, Author and National Presenter

**Powerful, current strategies for SLPs to address a Language
Processing Disorder, using the latest research and best practices
in school settings**

**Dozens of practical intervention strategies designed to increase
language processing skills**

**Innovative techniques to address the linguistic, cognitive,
and perceptual features of language processing**



40 years

DEDICATED TO TEACHERS

LIVE WEBINARS: Conferring with Readers and Writers

Presented By Carl Anderson and Dan Feigelson

✚ Register Now

Webinar Dates:

Four, 75-minute webinar sessions from 4:30pm–5:45pm Eastern Standard Time.

- Tuesday, March 5, 2019
- Tuesday, March 12, 2019
- Tuesday, March 19, 2019
- Tuesday, April 9, 2019

Please note that these webinars are recorded and made available to all participants the following day.

Overview:

How do we teach a class full of readers and writers who have such a wide variety of skills and needs? The answer is to balance our whole class and small group instruction with individual reading and writing conferences. Though it is our job to teach end-of-year expectations for a particular grade, when students do not also have opportunities to make their own reading and writing decisions they do not learn to use what we have taught them independently!

While individual conferences play a critical role in both reading and writing instruction, they are too often thought of as separate entities. In this webinar series, Carl and Dan will look at similarities and differences in reading and writing conferences—and how to make connections between the two, so students can become effective reading and writing decision makers!

The following is a description of the learning objectives to be met within each session of this series:

Session 1 - Participants will:

- Get an overview of the rationale behind balancing individual reading and writing conferences with whole class and small group instruction, and the important role conferring plays in creating student engagement and autonomy;
- Why do we confer? Hear Carl's latest thinking on the key principles underlying effective writing conferences.

Session 2 - Participants will:

Hear Carl detail the three parts of an effective writing conference, and share strategies teachers can use to navigate each.

Session 3 - Participants will:



13B

Professional Development Services Menu

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2018-19 Heinemann PD Catalog-Journal



Download and share the latest issue of our Professional Development Catalog-Journal, edited by Ellin Keene – now with even more art!

- Hear Dan give tips on how to become an effective reading diagnostician for individual student readers.
- Hear Dan describe a practical, step-by-step approach to conducting individual reading conferences that develop student agency, deepen comprehension, and meet standards.

Session 4 - Participants will:

- Hear Carl and Dan give tips on how to negotiate the logistics of conferring: note-taking, follow-up, assessment, and more.
- Be provided with strategies for aligning reading and writing conferences so that students make connections, and deepen their understanding of both subjects.

Presenters

Carl Anderson is an internationally recognized expert in writing instruction for grades K-8. He works as a consultant in schools and districts around the world, and is a longtime staff developer for the Teachers College Reading and Writing Project. Carl is the author of numerous books on teaching writing, including the brand new *A Teacher's Guide to Writing Conferences*, the best-selling *How's It Going?: A Practical Guide to Conferring with Student Writers*, as well as *Assessing Writers* and *Strategic Writing Conferences*. Carl is known for his keynote addresses, PD workshops, school-based residencies, and webinars. Tweet him at @conferringcarl, and visit his website, www.conferringcarl.com.

Dan Feigelson has worked extensively in New York City schools as a teacher, staff developer, curriculum writer, principal, and local superintendent. An early member of the Teachers College Reading and Writing Project, he has led institutes, workshops and lab-sites around the world on the teaching of reading and writing. A regular presenter at national conferences, Dan is the author of *Reading Projects Reimagined: Student-Driven Conferences to Deepen Critical Thinking*, which informs this webinar, as well as *Practical Punctuation: Lessons in Rule Making and Rule Breaking in Elementary Writing*. Dan lives in Harlem and Columbia County, New York.

Who should participate?

Teachers grades K-8, school and district administrators, literacy coaches, principals, curriculum and instructional leaders.

Tuition

The cost of this Webinar Series is \$199.00 per person. If you register a group of three to nine people at the same time there is a discounted rate of \$189.00 per person. When signing up ten or more participants at one time, please call in advance for large group discount pricing. Tuition also includes access to the recorded webinar sessions for up to 90 days after the conclusion of the webinar series.

Requirement

There is no book requirement for this webinar.

Confirmation

Participants will receive a series of email correspondence from Heinemann. The first email confirmation will serve as your receipt for the webinar series along with some general instructions on how to prepare your computer for the webinar. The second email confirmation will be sent approximately 2 days prior to each webinar date with a

link to our webinar platform Zoom, directing you to the webinar class and giving you instructions on how to log in.

We highly recommend you test your computer readiness by clicking on this link.

If your computer needs any software upgrades, Zoom will walk you through the updates.

Note: We encourage group participation, however, we require that each person be registered. For group pricing information please call 800-541-2086, ext. 1100.

Upcoming Dates & Locations

03/05/2019-04/09/2019 - Starts March 5, 2019- 4:30-5:45pm EST Online

Register Now:

Availability: Available

When: 03/05/2019 - 04/09/2019*

Where: Online

[Register](#)

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Group Confirmation and Invoice

Brittney Kelley
 Beverly City School
 601 Bentely Avenue

Beverly, NJ 08010

Dear Brittney

Thank you for planning a visit to The Franklin Institute! We look forward to your group's arrival on 05/22/19 at 9:30 AM. Below, you will find the itinerary that has been reserved for you. Please review carefully to ensure the accuracy of all information, as it stands to-date.

RESERVATION DETAILS FOR ORDER # 429349

Qty.	Tickets	Event Name	Date	Time	Price	Total
1	Lunchroom Fee \$25.00				25.00	25.00
4	Marvel Group Chaperone	Marvel: Daytime	05/22/19	9:30 AM	18.00	72.00
38	Marvel Group Child	Marvel: Daytime	05/22/19	9:30 AM	18.00	684.00
42	Group Planetarium Upgrade	Asteroid: Mission Extreme	05/22/19	1:00 PM	4.50	189.00
42	Lunchroom Attendee	Lunch Room B	05/22/19	11:00 AM	0.00	0.00
42	Group Live Show	Chemistry	05/22/19	11:30 AM	4.50	189.00
					Tax	0.00
					Total	1,159.00
					Payments	0.00
					Balance	1,159.00

Payment Terms

The Franklin Institute is committed to making trip planning as hassle-free as possible. No deposit is required at this time, and your itinerary can be adjusted (based on availability) up until your visit date. Full payment is due three weeks prior to 05/22/19. Don't worry; we will remind you as that date approaches!

Lunch

Groups with a reserved lunchroom may store lunches upon arrival. Lunches must be boxed and labeled with the group name. Groups who do not have their lunches boxed and labeled will not be able to store them in the lunchroom.

Forms of Payment

Your balance can be paid using any of the following accepted forms of payment:

Check	Credit Card
Made payable to The Franklin Institute Attention Group Sales 222 North 20 th Street, Philadelphia, PA 19103	Call 215.448.1200 9:00 – 5:00 Weekdays

Fulfillment

Tickets will be mailed to your group at no charge when full payment is received. This allows you to organize your group prior to arrival and skip Check-In, instead moving immediately into the museum to begin in the fun and excitement of learning about science and technology! You will receive an email from us when your tickets are on their way.

Thank You

We know that you have many choices in Greater Philadelphia and beyond when selecting a destination for your group. We look forward to welcoming you to The Franklin Institute – thank you for choosing us.

Contact Us

Should you have any questions or find any discrepancies in the above information, please do not hesitate to contact us at 215.448.1200 (Option 3) or reservations@fi.edu. Our Contact Center is open Monday – Friday, 9:00 am – 5:00 pm, and are happy to help you with any questions or updates regarding your visit.

Kind regards,

The Franklin Institute

**New Jersey Department of Education
Division of Early Childhood Education
2019-2022 PEA Three-Year Preschool Program Plan**

The purpose of the Three-Year Preschool Program Plan is to provide a comprehensive description of how the school district will implement each component of a high-quality preschool program for three- and four-year-old children for the school years 2019-2020 through 2021-2022, as detailed in *New Jersey Administrative Code (N.J.A.C.) 6A:13A* and in the Preschool Implementation Guidelines.

A school district’s plan should be based on the results of data derived from program assessments, including the Early Childhood Environmental Rating Scale-Third Edition (ECERS-3), curriculum-specific program assessment tools, the Self-Assessment and Validation System (SAVS) and Grow NJ Kids, New Jersey’s Quality Rating Improvement System, any other source of information specific to the school district’s preschool program. All districts who received PEEA funding will need to enroll and complete the Grow NJ Kids self-assessment. To enroll in Grow NJ Kids go to the Grow NJ Kids enrollment webpage.

Submission Instructions:

Please complete, submit and/or upload the following documents by **November 15, 2018**. Please ensure that all PDF documents are signed and dated. **Note:** all tables except the "Submissions" table contain blank cells for entering information.

Submissions

Document	File Type	Submission To	Submission Method
2019-2022 Three-Year Preschool Program Plan	Word	<ul style="list-style-type: none"> • Homeroom • Executive County Superintendent 	<ul style="list-style-type: none"> • Upload via Homeroom • Standard Mail
District Signed Board Resolution	PDF	<ul style="list-style-type: none"> • Homeroom • Executive County Superintendent 	<ul style="list-style-type: none"> • Upload via Homeroom • Standard Mail
Program Plan Signed Cover Sheet	PDF	<ul style="list-style-type: none"> • Homeroom • Executive County Superintendent 	<ul style="list-style-type: none"> • Upload via Homeroom • Standard Mail
District Information Form	Word or PDF	<ul style="list-style-type: none"> • Homeroom • Executive County 	<ul style="list-style-type: none"> • Upload via Homeroom

Document	File Type	Submission To	Submission Method
		Superintendent	<ul style="list-style-type: none"> • Standard Mail
District Statement of Assurances Signed	PDF	<ul style="list-style-type: none"> • Homeroom • Executive County Superintendent 	<ul style="list-style-type: none"> • Upload via Homeroom • Standard Mail
Budget Planning Workbook	Excel	<ul style="list-style-type: none"> • Homeroom • Executive County Superintendent 	<ul style="list-style-type: none"> • Upload via Homeroom • Standard Mail

If you have any questions, please direct them to DECE at (609) 376-9077.

Program Plan Components

Please complete the information requested for the following components:

- **District Information**
- **District Statement of Assurances**
- **Outreach/Program Delivery**
- **Chronic Absenteeism**
- **Administrative Oversight**
- **Master Teachers**
- **Intervention And Support Services: Special Education and Inclusion**
- **Intervention And Support Services: Preschool Intervention and Referral Team (PIRT)**
- **Health and Nutrition**
- **Family and Community Involvement**
- **Curriculum and Assessment**
- **Professional Development**
- **Supporting English Language Learners**

- **Transition**
- **Program Evaluation**
- **Budget Planning Workbook**

Approval

- School districts that submit timely and complete plans will be mailed Department approval on or before April 1, 2019.
- Late plan submissions by school districts are not guaranteed Department approval on or before April 1, 2019.
- Incomplete plan submissions by school districts to the Department will be returned for resubmission prior to Department review and approval with no guarantee of Department approval on or before April 1, 2019.
- Department approval will not be granted until the district has submitted an executed board resolution approved by the school district board of education.

Instructions

- Complete the District Information and District Statement of Assurances pages. Obtain signatures of the chief school administrator and school business administrator prior to submission to the Department.
- Process a board resolution approving the plan and submit a signed and dated copy.
- Contact the Division of Early Childhood Education with any questions that you have regarding completion of the Three-Year Preschool Program Plan for 2019-2022.

District Information Form
2019-2022 PEA Preschool Program Plan

District: Beverly City School District District Code: 0380

County: Burlington County County Code: 05

District Website: www.beverlycityschool.org

Chief School Administrator Information

Chief School Administrator: Elizabeth C. Giacobbe, Ed.D.

Address: 601 Bentley Avenue, Beverly New Jersey 08010

Telephone Number: 609-387-2200 Fax Number: 609-387-4447

E-Mail Address: egiacobbe@beverlycityschool.org

School Business Administrator Information

School Business Administrator: Brian F. Savage, Ed.D.

Address: same as above

Telephone Number: _____ Fax Number: _____

E-Mail Address: bsavage@beverlycityschool.org

Preschool Program Contact Information

Preschool Program Contact: Elizabeth C. Giacobbe, Ed.D.

Title: CSA

Address: same as above

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Date of the Board Resolution: Feb. 13, 2019

Attach a copy of the signed and dated Board Resolution. If not included, provide the date of expected approval. Your plan update can only be approved when a board resolution approving submission of the update is received by the department.

E. Giacobbe, Ed.D. 1/29/19
Chief School Administrator's Signature Date

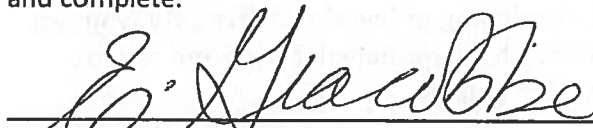
B. Savage 1/31/19
School Business Administrator's Signature Date

**District Statement of Assurances Form
2019-2022 PEA Preschool Program Plan**

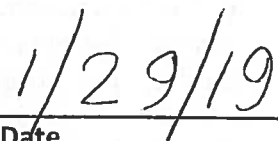
The Chief School Administrator hereby assures that the following has occurred.

The preschool program will serve eligible children in the preschool classrooms, pursuant to P.L. 2007, c.260 and *New Jersey Administrative Code 6A:13A*.

I certify that the above item and Three-Year Preschool Program Plan for 2019-2022 are correct and complete.



Chief School Administrator's Signature



Date

Outreach/Program Delivery

Pursuant to N.J.A.C. 6A:13A-2.3(a) school districts offering “universal” and “targeted” preschool programs must serve at least 90% of the universe of eligible preschool children

For those districts serving less than 90% of their universe, list strategies and submit evidence that the district will use to recruit the universe of eligible preschool children including those with special needs. Evidence submitted must include at least one example of the district outreach and recruitment information and/or registration flyers that have the Child Find Information displayed.

English Child Find:

If you are concerned your preschool child is developing or learning differently, you can call your district to request an evaluation for preschool special education and related services. For more information call: (district telephone #).

Spanish Child Find:

Si le preocupa que su hijo de edad preescolar se esté desarrollando o aprendiendo en forma diferente, puede llamar el distrito escolar para solicitar una evaluación para educación especial preescolar y servicios relacionados. Para obtener más información llame:

List the number of eligible children projected to be served each year by age and setting.

Number of Eligible Children

Year	# children by age 3s	# children by age 4s	Total # of children	Overall % of Universe	# of classrooms In-district	# of classrooms Provider	# of classrooms Head Start
Current (2018-2019)	17	21	38	53.6%	3	0	0
Year 1 2019-2020	16	18	34	51.8%	3	0	0
Year 2 2020-2021							
Year 3 2021-2022							

If applicable, what is the district’s plan to move all classrooms to full day? All classes are full day

Chronic Absenteeism

Please review the guidance regarding Chronic Absenteeism: ([Chronic Absenteeism Guidance](#))

1. What is used to track attendance in your preschool program? Include tracking for district and provider programs. Genesis Student Data System
2. What was your preschool absenteeism rate for 2017-2018? 6.34% for 3 year olds and 6.425% for 4 year olds.
3. What strategies will the district employ to reduce preschool absenteeism?

We have had a school-wide initiative to encourage all students to report to school daily and on time. We have an Attendance Action Committee, we celebrate individuals, classes, etc. We do monthly greetings and reward parents. We follow the regular attendance policy for students who accumulate more absences with regular communication and meetings at I and R S to assist.

Administrative Oversight

Refer to the section on Administrative Oversight in *New Jersey Administrative Code 6A:13A*, and in the *Preschool Program Implementation Guidelines*.

The appointed supervisor/administrator responsible for the preschool program must hold the appropriate New Jersey Supervisor's Certificate or New Jersey Principal's Certificate and have experience in preschool education. Refer to *6A:13A-4.1(a)* for ratio requirements.

1. Fill in the "Administrative Oversight" table below for each administrator, including the appointed supervisor(s) as described above, who will be involved in oversight of the preschool program.

Administrative Oversight

Title	Name	Certification	Number of years of preschool experience	Other district responsibilities unrelated to preschool
Superintendent	Elizabeth C. Giacobbe	School Administrator	11 years	CSA
Director of Curriculum and Instruction	Kerri Lawler	Principal	5 years	Oversees C and I for district.
Supervisor of Instruction	Joe DeLecce	Supervisor	5 years as a preschool teacher	Discipline of K-8
Director of Special Services	Carly Fanslau	School Administrator	5 years	CST

2. Fill in the "Monitoring and Tracking" table below to indicate who will monitor and track preschool provider expenditures, contract compliance, and state fiscal reviews, if applicable. Not applicable.

Monitoring and Tracking

Title	Name	Phone	Email	Other district responsibilities unrelated to preschool

3. To whom will the fiscal staff person report to?

Master Teachers/Coaching

Refer to the sections on Master Teachers/Coaching in *New Jersey Administrative Code 6A:13A* and in the *Preschool Program Implementation Guidelines*.

The master teacher must have the following qualifications and experience:

- A bachelor's degree and teacher certification;
- Three to five years' experience teaching in preschool programs;
- Experience in implementing developmentally appropriate preschool curricula;
- Experience with a range of appropriate early childhood assessments including performance-based assessment instruments and classroom quality assessment instruments; and
- Experience providing professional development to classroom teachers.

Master teachers should dedicate the majority of their time to classroom visits coaching and supporting teachers through the reflective cycle and follow-up discussions with teachers regarding children's learning and instructional practices. Fill in the "District Master Teachers" table below based on the district's master teachers.

District Master Teachers

Name	Email address	# of Assigned Classrooms	Assigned Area of Specialization (special Ed, ESL, literacy, math, science, etc.)
N/A			

1. Are all of the district's master teacher positions filled for 2019-2020 at the recommended ratio of no more than 20 preschool classrooms for each master teacher detailed in *New Jersey Administrative Code (N.J.A.C.) 6A:13A* and in the *Preschool Program Implementation Guidelines*? If not, why not?
2. Who, of your master teachers, has not been trained or enrolled in the Master Teacher Professional Development Fellow Seminar?
3. Have master teachers been trained as a part of a Train-the-Trainer by the curriculum developer? If so, who? If not, what is the plan or scheduled date(s)?

Intervention and Support Services: Inclusion and Special Education

To the maximum extent appropriate, preschool children eligible for special education must be enrolled in general education preschool programs with their non-disabled peers in the context of a high quality preschool curriculum. Refer to the Intervention and Support Services sections of the *New Jersey Administrative Code 6A:13A* and the *Preschool Program Implementation Guidelines* for current research and recommended practices for inclusion, intervention, and support. Highlights of code and guidance are provided below:

- Supports for Individualized Education Plan (IEP) goals are provided within classroom activities and routines;
 - Special education staff, master teachers, and Preschool Intervention and Referral Team (PIRT) members consult with teachers to address goals;
 - Push-in and pull-out services are used on a limited basis;
 - Classroom teachers participate in all meetings throughout the IEP process; and
 - Collaboration among teachers, special education staff and intervention teams is built into the schedule.
1. Referring to Table 1 (in the Enrollment Projections Workbook) and the district’s Special Education Annual Data Report, how many preschool children with disabilities (IEPs) in total, for both general education inclusion and preschool disabled classrooms, does the district project for 2019-2020?
 2. How many **general education preschool classrooms in district, Head Start, and provider sites** are projected to enroll children with disabilities (IEPs) over the next Three years?

Table A: Number of general education classrooms with preschool disabled children

Setting	2019-2020	2020-2021	2021-2022
Head Start	N/A	N/A	N/A
Provider	N/A	N/A	N/A
In-district	2	2	2

- How many preschool disabled classrooms (self-contained) in district or provider sites are projected to enroll children with disabilities over the next five years?

Table B: Number of self-contained classrooms with preschool disabled children

Setting	2019-2020	2020-2021	2021-2022
Head Start	N/A	N/A	N/A
Provider	N/A	N/A	N/A
In-district	0	0	0

- Not included in the number above, are there any additional preschool children with disabilities (IEPS) sent to specialized schools out-of-district? If so, how many preschool children with disabilities does the district project to send to out-of-district placements in 2019-2020? None at this time.

Intervention and Support Services: Preschool Intervention and Referral Team (PIRT)

Refer to *New Jersey Administrative Code 6A:13A* and the *Preschool Program Implementation Guidelines* for information about the PIRT. This team is in place to support teachers in assisting preschool children and their families succeed in the school setting. The PIRT specialist provide coaching and interventions for children with persistent challenging behaviors or learning difficulties in general education classrooms prior to the need for special education services. PIRT is not to provide direct services to children. One team of four must be provided for every 750 children.

- List the name and area of specialization for each person assigned to the PIRT.

Names and Areas of Specialization

Name	Title	Email	Other responsibilities
Kerri Lawler	Director of C & I	klawler@beverlycityschool.org	Oversees C & I for district
Joanne Mills	Social Worker	jmills@beverlycityschool.org	Case manager
Dorann Foglio	Pre-K Teacher	dfoglio@beverlycityschool.org	Teach Pre-K full day

- The Pyramid Model for Promoting Social and Emotional Competence for Infants and Young Children is an evidenced-based model used by the Division of Early Childhood Education to reduce the frequency of challenging behaviors. For each of the following groups, list the professional development activities the PIRT specialists or PIRT-Designees will deliver to address the Pyramid Model and the needs of children with challenging behaviors in all preschool classroom settings: The PIRT Team does not deliver and professional development. If an individual wants to attend any PD on this

subject matter, they are granted permission to do so. We do employ a part-time behaviorist who assists with creating developmentally appropriate behavior modification systems to assist when and if behaviors occur.

- Preschool and kindergarten administrative staff (including master teachers, social workers, and the community parent involvement specialist);
 - Teachers (Preschool and Kindergarten);
 - Teacher assistants;
 - Parents and families;
 - Child study team and special education supervisors; and
 - Support therapists working with students with disabilities.
3. PIRT supports are to be provided and coordinated via consultation with the classroom teacher as needed. How will the district ensure regular collaboration (e.g. coaching and meetings) with each of the following:
- PIRT and classroom teachers; Monthly meetings are mandated and more as needed.
 - PIRT and master teachers; and Not applicable as we do not have Master Teachers.
 - PIRT and families of children with challenging behaviors. Families of children are invited in to meet with the classroom teachers as needed. Daily communication is made with families utilizing the Tadpoles program; as well as, phone calls and daily written logs.
4. Are there any changes to the role of the PIRT (i.e. coaching and using the reflective cycle in the 2019-2020 school year)? No
5. Are all of the PIRT positions filled for 2019-2020? If not, why? Yes
6. What is the ratio of PIRT staff to classrooms? 1:1
7. How many PIRT members have been trained in:
- a. The Pyramid Model? When? None
 - b. TPOT? When? None
 - c. Of those trained in the TPOT, how many are reliable? When?
8. PIRT team requests for assistance (RFA):
- How many total general education case files were opened in the 2018-19 school year for children who need PIRT services? 3
 - How many of these were opened as a result of the ESI-R screening? 0
 - Of those, how many were for children with challenging behaviors? 2
 - Of those, how many were for children with other reasons? Please provide some of the other reasons. Absenteeism.
 - How many of the cases opened resulted in an IEP? 1

Teaching Pyramid Observation Tool (TPOT): The Division of Early Childhood recommends the use of the Teaching Pyramid Observation Tool (TPOT) for preschool classrooms to reinforce high-quality practices that support children's social-emotional development and behavior. TPOT measures how well teachers are implementing the 3 tiers of the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children in classrooms serving children 2 to 5 years of age.

9. Is the district using the TPOT in every classroom? Is so, how often? We utilize the Danielson model and have incorporated Danielson in the Tools of the Mind classroom strategies.
10. Who is administering the TPOT in those classrooms? N/A
11. What is done with the TPOT data collected? N/A

Developmental Screening Tool: The Division of Early Childhood Education recommends use of the Early Screening Inventory–Revised. If the district is planning to use a different instrument, please describe below.

The Division of Early Childhood Education recommends the following protocol for screening preschool children:

- Screening instruments are administered by the child's teacher upon entry to the program, within the first 6 weeks of school, by the child's teacher.
- Screening is used to determine if further evaluation is necessary; it is never used as a sole means of identifying children needing special services or for providing intervention.
- Screening is not used as a pretest/posttest measure.
- Children who fall into the "re-screen" category are screened within the time frame recommended by the screening instrument (usually within six weeks) and the PIRT team is notified.
- Children, who fall into the "refer" category, or fall below the predetermined cutoff, after parental consent, are referred to the child study team (via written referral) for further, more in-depth evaluation.
- Parents are advised as to the purpose and results of the screening and notified both before and after the screening takes place.

Please describe your screening process for incoming students:

12. What developmental screening tool will be used in the program? Early Screening Inventory – Revised.
13. Is this a change from the 2018-19 school year? No
14. Who administers the developmental screening tool and when? Classroom teacher

Health and Nutrition

Refer to the section on Health and Nutrition in *New Jersey Administrative Code 6A:13A*, and in the *Preschool Program Implementation Guidelines*.

The following should be provided to preschool children and their families:

- Conduct health screenings (vision, hearing, dental, height and weight screenings); As per code (*N.J.A.C. 6A:13A*), at a minimum, vision, hearing, dental, height and weight screenings of each eligible child upon enrollment in preschool.

Vision, hearing and dental screenings should be completed on the first day of child's attendance in the preschool program, however, to accommodate district scheduling constraints and late registrants the DECE recommends that screenings occur within the first 30 days of school.

Please list the 2019-2020 proposed schedule of health screenings for preschool children (including what the screenings are and when they will be completed). Also include how the families are notified of the screenings.

2019-2020 Proposed Schedule of Health Screenings

Health Screening	When completed	How families notified about Screening
Vision	First 30 days of school	Written communication and then telephonically if there is an issue.
Hearing	First 30 days of school	Written communication and then telephonically if there is an issue.
Height	First 30 days of school	Written communication and then telephonically if there is an issue.
Weight/Blood Pressure	First 30 days of school	Written communication and then telephonically if there is an issue.

Monitor and follow up on individual child health records;

- Document and communicate with staff and parents about allergies or other health issues;
- Assist in written policies related to health, safety and nutrition;
- Assist parents in locating appropriate medical and health resources, as needed;
- Assist in the development of written emergency procedures; and
- Provide health-related training to staff and/or children, as needed.

Nurses must be provided at a ratio of 1:300 children for preschool children in provider, Head Start and in district classrooms.

1. How will the nursing ratio be met? Check all that apply.

Nursing Ratios

How the nursing ratios will be met	Check all that apply
Nurse(s) employed solely by the district with no other district responsibilities	✓
Nurse(s) employed solely by the district who also have other district responsibilities.	✓
Nurse(s) at Head/Start provider sites.	
Other	

2. What specific services will nurses provide to preschool children in district, provider and Head Start classrooms? Submit the 2019-2020 proposed schedule of health screenings for preschool children. See attached

3. What health-related family education programs (e.g. nutrition, lead screening, and asthma) will be provided in 2019-2020? Submit the proposed parent education schedule. None at this time.

4. What professional development do the nurses provide to classroom teachers and children? None at this time as she is spread very thin.

5. All district-operated preschool classrooms should participate in the National School Breakfast Program and the National School Lunch Program. Contracted providers should participate in the Child and Adult Care Food Program (CACFP) whenever possible. Preschool children should be served family style meals in their classrooms to optimize independence, language, and social skills. All of our students receive free breakfast and lunch.

Family and Community Involvement

Refer to the sections on Family and Community Involvement in *New Jersey Administrative Code 6A:13A*, and Family Services in the *Preschool Program Implementation Guidelines*.

Administrative Code requirements are as follows: one family worker for every 45 children in Head Start and contracted private provider settings; one social worker for every 250-300 children in in-district settings; and one community and parent involvement specialist (CPIS) for each district (see N.J.A.C. 6A:13A-4.6).

1. List the title, name, contact information and primary responsibilities for each of the in-district family services professionals working with families (not including PIRT social workers).

In-District Family Services Professionals

Title	Name	Phone	Email	Responsibilities
Director of Pupil Services	Carly Fanslau	609-387-2200	cfanslau@beverlycityschool.org	Director of CST
Social Worker	Joanne Mills	Same	jmills@beverlycityschool.org	Case manager of Pre-K

2. List the activities and supports that will be available for families in the preschool program (attach a schedule, if available). None at this time. Our budget gets cut annually by the state so we are doing the best we can given the limited resources and having to supplement salaries, benefits, and supplemental curricula items off the annual school budget.
3. How are the needs of enrolled families assessed? Please attach a copy of the document used (i.e. survey, needs assessment, etc.). Survey
4. What are the projected primary responsibilities of the Early Childhood Advisory Council? How often do they meet (i.e. monthly, bi-annually, quarterly etc.)?

Behaviorist provides in-home training for some identified students as needed, social worker is part-time, but is the case manager of all preschool students with IEPs and is directly involved in I & RS as it pertains to preschool students. No schedule exists; however, the main objective of the preschool teachers' PLC is to work more actively to get parents/guardians involved.

Curriculum and Assessment

Refer to the section on Curriculum and Assessment in *New Jersey Administrative Code 6A:13A*, and in the *Preschool Program Implementation Guidelines*.

Which of the following preschool curricula will the school district adopt or is currently using?
District-developed curricula will not be approved.

Preschool Curricula

Curricula	Check all that apply
Creative Curriculum	
Curiosity Corner	
High Scope	
Tools of the Mind	✓
Other	

1. How long has the district been utilizing that curriculum? 8 years
2. What edition will you be using for the 2019-2020 school year?
(If the district is contemplating a change to curriculum implementation, contact DECE for assistance with the process. All changes must be approved by the Department.)
3. The school district will measure the quality of curriculum implementation in classrooms and determine areas for professional development using which of the following instruments:

Curriculum Specific Instruments

Instrument	Check all that apply
Fidelity Tool (Creative Curriculum)	
Implementation Self-Assessment Guide (Curiosity Corner)	
Preschool Quality Assessment (High/Scope)	
Fidelity Checklist (Tools of the Mind)	✓
Other (please describe) ECERS-3	✓

4. How will you ensure the curriculum is being implemented to fidelity? (i.e. use of a curriculum fidelity tool –how and when) The checklist will be completed annually. Through observations and walk-throughs.
5. What performance-based assessment will the school district use to inform instruction in preschool classrooms?

Performance Based Assessments

Assessment	Check all that apply
Teaching Strategies GOLD (Creative Curriculum)	
Child Assessment Tool (Curiosity Corner)	
Child Observation Record (High/Scope)	
Work Sampling System (Tools of the Mind)	✓

6. How does the district ensure the performance based assessment is used to fidelity?
Through observations, walk-throughs and assessment of data.
7. How does the district plan to use performance based assessment at the:

- a. student level – Teachers will use scores to meet the individual needs of their students and to teach them on their level.
 - b. classroom level – Teachers will use the data to evaluate the entire classroom, pacing, differentiate their instruction, and for grouping of students.
 - c. school or program level
 - d. district-wide level – As we are a one school school district the school level and district are the same. We will continue to use the data to improve the overall program and how we are meeting the diverse needs of our population.
8. If the district is using curriculum supplements, what are they and please explain how they work? N/A

Once implemented, curricular enhancements will become part of the DECE monitoring and assessment of the preschool program.

When a district is choosing a curricular enhancement, they should ensure that the materials are:

- Based on scientific research and include standardized training procedures to support implementation;
- Aligned with the New Jersey Preschool Teaching and Learning Standards;
- Content-rich;
- Part of a structure that promotes measureable progress toward learning and development; and,
- Organized within a scope and sequence of developmental progression that ensures appropriate learning experiences based on how young children learn.

For additional information please refer to the DECE's Curriculum Enhancement Guidance.

Professional Development: Instructions for Creating a Preschool Professional Development Plan

Professional development for preschool programs should be planned and implemented as a comprehensive, multiyear strategy for improvement. The creation of the plan must be a collaborative endeavor. Through a formal needs assessment and through open dialogue with educational staff, targeted professional development can be determined. To optimize its effectiveness, professional development must also have the following qualities:

- Be aligned to the *Standards* and focus on the implementation of the comprehensive preschool curriculum;
- Reflect current research and understanding of best practices for preschool learners and include a long-term vision for preschool through third grade education; and
- Include systematic ongoing training that is based on children's development and adult learning.

Prior to the development of the plan, the educational staff should reflect on past professional development experiences to determine how previous trainings have impacted teaching practices and children's learning outcomes.

Future professional development experiences should be planned using a systematic, multiyear approach to further strengthen, sustain, and/or address a newly identified need. Please provide a brief description of what your district intends to focus on in your professional development plan based on aggregated data generated from your data summary tool. The long-term plan should be revisited periodically and, when necessary be adjusted so that the intended outcomes are achieved in terms of teaching practice and children's learning outcomes need to be evaluated periodically to help plan for positive learning opportunities.

1. How does the preschool program administrator(s) identify the needs of professional development for the preschool staff? How do you plan to meet the professional development needs of all the teaching staff (MTs, PIRT, teachers, and teacher assistants) and non-teaching staff (master teachers, principals, nurses, supervisors),

We participated in the *Ready, Set Go* Pre-Kindergarten study administered by Rutgers in coordination with the NJDOE. The ECERS-3 was administered in all three classrooms. The scores have been reviewed and on-going discussions with members of the Ready, Set Go team are occurring to continue to improve upon areas in need of improvement. It is in these areas that staff is encouraged to participate in PD opportunities to support.

2. List the specific professional development topics planned for the 2019-2020 school year that will meet your step by step three year professional development plan. For each topic, list expected groups of participants (e.g., teachers, master teachers, PIRT), possible dates for training sessions, trainers' names, and estimated costs associated with each training session.
3. We don't have a specific plan for the next three years. We are a small, urban district with limited funds. Our Pre-K state allocation continues to get reduced each year. Each year, after completing teachers SGOs, Fidelity checklist, etc. we determine areas in need of improvement. Teachers participate annually in the Pre-K PD offered in Atlantic City. The majority of the PD offered is during faculty meetings or PD days. The Pre-K staff participates in the school-wide PD. Next year specifically we will be focusing on social and emotional learning and dealing with kids who come from trauma.
4. Also consider professional development activities needed to address the district's ongoing needs (i.e., English language learners, special education/inclusion, challenging behaviors, diversity).

Supporting English Language Learners

Refer to the section on Supporting English Language Learners in the *Preschool Program Implementation Guidelines*. Note that the optimal model for enhancing the learning and development of English language learners is through the support of both home language and English. Bilingual and dual language classrooms are optimal.

1. Are all preschool families given the Home Language Survey at registration? Yes
2. What percentage of the district's preschool population is counted as English Language Learners (ELL's)? We have zero ELL learners in our Pre-K at present.
3. What percentage of the district's overall population is counted as English Language Learners (ELLs)? We have less than 3% of our population are ELL learners.
4. How many bilingual preschool teachers will be employed in 2019-2020? None
5. How many bilingual preschool teacher assistants will be employed in 2019-2020? None
6. How many preschool classrooms will not have a bilingual teacher or assistant? Three (all)
7. What is the name and title of the person(s) responsible for making decisions about serving preschool ELLs in the district?

Persons Responsible for Making Decisions about Serving Preschool ELLs

Name	Title	Phone	Email	Other responsibilities (if applicable)
Jodi Gottlieb	ESL Teacher	609-387-2200	jgottlieb@beverlyctiyschool.org	ELA 5 th grade teacher

8. List the primary strategies the district will use to ensure that English language learners receive needed supports in preschool classrooms below. Language proficiency screening tools are not appropriate for making placement decisions about 3- and 4-year-olds. We have a very small ELL population. Our ESL teacher assesses the students upon entry. Parental communication is maintained through their home language and interpreters are hired as needed.
9. Indicate professional development to support teachers of English language learners in the Professional Development portion of this plan.
10. What types of services are provided by the preschool master teacher or coach? We do not employ a master teacher or coach.

11. If your district does not have a master teacher specializing in ELL, how are services provided to support preschool ELL children?
12. How are families of ELL preschool children supported? All communication is provided in home language and interpreters are hired for meetings.

Transition

Refer to the section on Transition in *New Jersey Administrative Code 6A:13A*, and in the *Preschool Program Implementation Guidelines*.

1. How will collaboration among preschool administrators and other offices (e.g. special education, bilingual, K-third grade) be achieved?
2. What methods will be used to communicate with receiving teachers about children with disabilities transitioning from early intervention programs to preschool, and about all children transitioning from preschool to kindergarten?
3. All school districts should have a transition team. Which positions will make up the district's team?
4. What strategies will be in place for preschool and kindergarten alignment of curriculum, standards, assessment, and professional development?
5. List projected transition activities for teaching staff, children and families for each of the categories below.

Projected Transition Activities

Category	Projected Transition Activities
From early intervention to preschool	CST meetings, classroom visitations, home visits
From self-contained to inclusion	Not applicable
From home to preschool	Open House on the evening before the first day of school
From preschool to kindergarten	Open House on the evening before the first day of school
From kindergarten to third grade	Open House on the evening before the first day of school

Program Evaluation

Refer to the sections on Program Evaluation in *New Jersey Administrative Code 6A:13A* and the *Preschool Program Implementation Guidelines*.

The school district shall participate in an annual self-assessment of the status of its preschool program implementation using a protocol developed by the department. This detailed self-assessment of the district's preschool program should be used to inform the Three-year preschool program plan and annual updates.

Use the checklists below to indicate the classroom and program evaluation tool(s) that will be used to inform the assessment and improvement process.

Classroom Evaluation Instrument(s) Used to Inform Assessment and Improvement Process

Classroom Evaluation Instrument	Check all that apply
Creative Curriculum's Fidelity Tool	
Curiosity Corner's Implementation Self-Assessment Guide	
High/Scope's Preschool Quality Assessment	
Tools of the Mind's Fidelity Checklist	✓
Early Childhood Environmental Rating Scale – Third Edition	✓
Supports for Early Literacy Assessment	
Preschool Classroom Mathematics Inventory	
Classroom Assessment Scoring System	
Preschool Rating Instrument for Science and Math	
Teaching Pyramid Observation Tool	
Other (please describe)	

Please indicate which, if any, of the tools are being used for the first time by listing them here:

Program Evaluation Tool(s) Used to Inform Assessment and Improvement Process

Program Evaluation Tool	Check all that apply
Parent surveys	
Staff surveys	
Administrator surveys	
Center director surveys	
Other (please describe)	

How will the results be summarized and used?

TABLE 1: Current and Projected Preschool Enrollment

Directions -- Please read before completing the form.

1. Select your district name from the drop-down list. The spreadsheet will automatically fill-in your projected universe of eligible children.
2. Fill-in the remaining current and projected enrollment information below. Under "2018-19 Actual Enrollment," enter your **actual enrollment numbers submitted to the Department on October 15, 2018**. The totals and percentages below each table will calculate automatically.
3. Each row represents a mutually exclusive category. Do not count any child on more than one line, or an overcount will result.
4. Each child must be listed as either receiving a half-day education program or a full-day education program.
5. Only special education students who receive their entire instructional program in an inclusive environment should be listed under "Classified special education children in regular education classrooms (full-time only)."
6. Special education students who receive services exclusively in an out-of-district placement need not be counted on this form.

District Name: Burlington County, Beverly City

Total Universe of Eligible Preschoolers	56
2019-20 Projected Three-Year-Old Universe	28
2019-20 Projected Four-Year-Old Universe	28

2018-19 ACTUAL ENROLLMENT (10/15/2018)				
	Three-Year-Olds		Four-Year-Olds	
	Half-Day Program	Full-Day Program	Half-Day Program	Full-Day Program
In-District Programs				
General education children in general education classrooms		14		16
Classified special education children in general education classrooms (full-time only)		3		5
Classified special education children in self-contained preschool disabled classrooms				
Classified special education children in out-of-district placements				
Contracted Head Start Programs				
General education children in general education classrooms				
Classified special education children in general education classrooms (full-time only)				
Other Contracted Private Provider Programs				
General education children in general education classrooms				
Classified special education children in general education classrooms (full-time only)				
Classified special education children in self-contained preschool disabled classrooms				
Total Current Enrollment	-	17	-	21
Total Projected General Education Enrollment	14		16	
Universe of Eligible General Education Children		56		
Proportion of Universe Served		53.6%		

2019-20 PROJECTED ENROLLMENT				
	Three-Year-Olds		Four-Year-Olds	
	Half-Day Program	Full-Day Program	Half-Day Program	Full-Day Program
In-District Programs				
General education children in general education classrooms (PEA Funded)		15		14
Classified special education children in regular education classrooms (full-time only)		1		4
Classified special education children in self-contained preschool disabled classrooms				
Classified special education children in out-of-district placements				
Preschoolers in tuition-paid slots				
Contracted Head Start Programs				
General education children in general education classrooms (PEA Funded)				
Classified special education children in general education classrooms (full-time only)				
Other Contracted Private Provider Programs				
General education children in general education classrooms (PEA Funded)				
Classified special education children in general education classrooms (full-time only)				
Classified special education children in self-contained preschool disabled classrooms				
Preschoolers in tuition-paid slots (part of district program)				
Total Projected Enrollment (All Children)	-	16	-	18
Total Projected General Education Enrollment (PEA Funded Children)	15		14	
Universe of Eligible General Education Children		56		
Proportion of Universe Served		51.8%		

New Jersey Department of Education
Office of Early Childhood Education

Early Childhood Program Aid
2019-20 Former ECPA/ELLI DISTRICT BUDGET STATEMENT

District: Beverly City Board of Education

2019-20 PROJECTED GENERAL EDUCATION PRESCHOOL ENROLLMENT (PEA-Funded Children):

Preschool Three-Year-Olds Half-Day	0
Preschool Three-Year-Olds Full-Day	15
Preschool Four-Year-Olds Half-Day	0
Preschool Four-Year-Olds Full-Day	14

2019-20 PROJECTED PRESCHOOL ENROLLMENT (Tuition-Funded Children):

Preschool Half-Day	0
Preschool Full-Day	0

2019-20 PROJECTED FUNDING

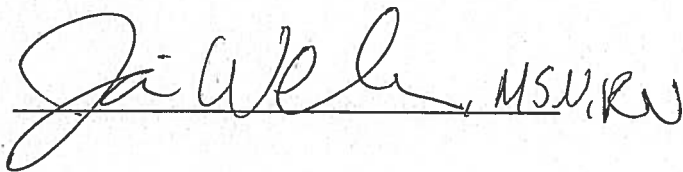
2019-20 Preschool Education Aid (PEA)	\$256,200
Available PEA Carryover	\$0
2019-20 General Funds used for Preschool	\$0
2019-20 Estimated Other Funds (Including Tuition)	\$0

EXPENDITURE CATEGORY	FUNCTION/ OBJECT CODES	PEA (Including any estimated PEA Carryover)	GENERAL FUND	OTHER FUNDS (Including Tuition)
		2019-20	2019-20	2019-20
INSTRUCTION	20-218-100-			
Salaries of Teachers	100-101	\$198,238		
Other Salaries for Instruction	100-106	\$6,063		
Unused Vacation Payment to Terminated/Retired Staff	100-199			
Purchased Professional and Educational Services	100-321			
Other Pur. Serv. (400-500)	100-500			
Tuition to Other LEA's within the State - Regular	100-561			
Supplies and Materials	100-600			
Other Objects	100-800			
SUBTOTAL INSTRUCTION		\$204,301	\$0	\$0
SUPPORT SERVICES	20-218-200-			
Sal. of Supervisors of Instr.	200-102			
Sal. of Principals/Asst. Principals/Program Directors	200-103			
Sal. of other Professional Staff	200-104			
Sal. of Secretarial & Clerical Assistants	200-105			
Other Salaries	200-110			
Family/Parent Liaison	200-173			
Facilitator/Coach	200-176			
Unused Vacation Payment to Terminated/Retired Staff	100-199			
Personnel Serv.-benefits	200-200	\$51,899		
Purchased Prof.-Ed. Services - Contracted Pre-k	200-321			
Purchased Prof.-Ed. Services - Head Start	200-325			
Other Purchased Prof.-Educational Services	200-329			
Other Purchased Prof. Services	200-330			
Cleaning, Repair and Maintenance Services	200-420			
Rentals	200-440			
Contracted Services - Transp (Btw Home & Sch.)	200-511			
Contr Trans Serv (Field Trips)	200-516			
Travel	200-580			
Miscellaneous Purchased Services	200-590			
Supplies and Materials	200-600			
Other Objects	200-800			
SUBTOTAL - SUP. SERV.		\$51,899	\$0	\$0
FACILITIES ACQ. CONSTR. SERVICES	20-218-400-			
Instructional Equipment	400-731			
NonInstructional Equipment	400-732			
SUBTOTAL - FAC. ACQ. & CONSTRUCTION		\$0	\$0	\$0
TOTAL		\$256,200	\$0	\$0



Re: Preschool Screenings

During the 2019-2020 school year, the Beverly City School District will document screenings for height, weight, blood pressure, vision, and hearing for preschool students. If documentation of these screenings is not present on physical exam paperwork provided by the child's medical home, screenings will take place in the school setting by the school nurse. Preschool screenings are projected to occur by October 1, 2019. Based on the results of the screenings, referrals for follow up care will be initiated.

 MSN, RN

Jamie Weller, MSN, RN, CSN-NJ

Certified School Nurse

Doctor's

Dr. William Dow (D.O.)
455 Broad Street
Beverly, NJ 08010
609-387-0110

Churches

Bethel AME
435 Magnolia Street
Beverly, NJ 08010
609-386-7766
609-386-8055

Beverly Presbyterian Church
121 Warren Street
Beverly, NJ 08010
609-387-1117

First Baptist Church of Beverly
405 Broad Street
Beverly, NJ 08010
609-386-3266

Macedonia Baptist Church of Beverly
2nd and Magnolia Street
Beverly, NJ 08010
609-387-4464
609-386-4635

Beverly United Methodist Church
133 Warren Street
Beverly, NJ 08010
609-387-2776

St. James Baptist Church
116 Broad Street
Beverly, NJ 08010
609-387-0737

St. Joseph's Roman Catholic Church
524 Warren Street
Beverly, NJ 08010
609-387-0172

St. Stephen's Episcopal Church
158 Warren Street
609-387-0169
609-387-7619



Elizabeth C. Giacobbe
Superintendent

September 12, 2018

Beverly Presbyterian Church
121 Warren Street
Beverly, NJ 08010

RE: Project Child Find 2018-2019 School Year

To Whom It May Concern:

Each year the Beverly City School District is required by federal and state law to implement Project Child Find.

The purpose of this project is to identify children between the ages of 3 and 21 who may be potentially educationally disabled. This effort requires that we reach out to local physicians, non-public schools, residential programs for homeless families, and other clinics and agencies. Please find enclosed with this correspondence "Project Child Find" pamphlets for display in your office, school and or agency. As a physician or lead agency you may direct any interested party to the Beverly City Child Study Team at 609-387-7269 for additional information.

On behalf of the staff of the Department of Pupil Services, Beverly City School, I thank you for your anticipated cooperation in this most important matter.

Sincerely,

Ms. Elizabeth C. Giacobbe
Superintendent / Principal

EG:lac

Enclosures

Project Child Find



Beverly City Residents/Families

Any parent who has concerns about the development of:

- ❖ **A preschool child attaining age 3 within the coming school year**
- ❖ **A child between the ages of 3 and 5**
- ❖ **A child between the ages of 6 and 21**

should contact the Beverly City School's Child Study Team.

The child may be experiencing physical, sensory, emotional, communication, cognitive, or social difficulties.

Please contact the Department of Special Services at 609.387.7269 with your concerns.

Project CHILD FIND

1-800-322-8174

Project CHILD FIND is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability from birth through twenty-one years of age.

In addition, Project CHILD FIND develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

Project CHILD FIND's comprehensive efforts include:

1. Assisting families of infants and toddlers, birth through two, concerned about their child's development by directing all requests regarding early intervention to the family's local Special Child Health Case Management Unit. If you need the number for your Special Child Health Case Management Unit, call:

Project CHILD FIND

1-800-322-8174

2. Assisting families of preschoolers, three through five, concerned about their child's development by directing requests to their local school district.
3. Helping families access community services through referral.
4. Promoting community and public awareness of all children with disabilities by providing information.
5. Assisting local school district boards of education to identify unserved children from age three through twenty-one who are in need of special education and related services.

Information through Project CHILD FIND may be obtained by calling the toll-free number, 1-800-322-8174, which is in service 7 days a week, 24-hours a day. All calls received are confidential.

Project CHILD FIND was established by the New Jersey Department of Education through I.D.E.A., Part B funds from the U.S. Department of Education.

WHAT CAN WE DO TO HELP?

INFANTS and TODDLERS

For more information for accessing help for Infants and Toddlers (Birth to Three)

How to make a Referral

For further information on New Jersey's Early Intervention System

<http://www.state.nj.us/health/ehs/eiphome.htm>.

For further information on your Regional Early Intervention Collaborative

For further information on transition at age three

<http://njeis.org>

Order form for available brochures

PRESCHOOL CHILDREN AND STUDENTS

For more information for accessing help for Preschool Children and Students
(Three through Twenty-one)

How to make a Referral

Child Development Checklist (print or order)

List de Verificacion del desarrollo del nino (print or order)

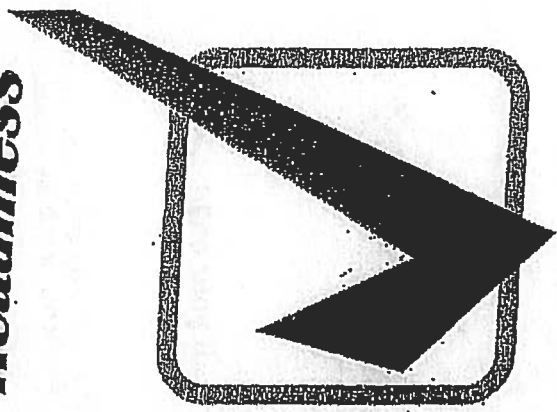
Child Development Poster

Order form for available materials

Thinking

Who can help?

Preschool Developmental Readiness



Checklist

Preschool
Ages Three to Five

Beverly City School
Director of Pupil Services
601 Bentley Avenue
Beverly, New Jersey 08010
(609) 387-7269

If your child ...

- Yes No
- Understands simple directions by age three.
- Is able to associate functional use of familiar objects (as in spoon for eating) by age three.
- Understands simple stories told or read by age three.
- Gives reasonable answers to such questions as "what do you do when you are sleepy?", by age four.
- Does not seem to understand the meaning of the words "today," "tomorrow," "yesterday" by age five.

After completion of this brochure you may wish to arrange for a free preschool intake conference in order to determine if a special preschool handicapped program would benefit your child. For more information please contact:

Project Child Find Office
Beverly City School
Elizabeth Giacobbe, Superintendent
(609) 387-7269

Project Child Find is a service of the N.J. State Department of Education to help identify un-served handicapped children birth through five years of age. The Preschool Development Readiness Program is a service of Beverly City School to help identify un-served educationally disabled children between the ages of three and five years.

Some children are born with or may develop physical or mental conditions which may delay their normal growth and development and which may lead to an educational disability. Many of these problems can be helped or corrected if parents recognize the problem early and seek help from their school district.

Use the following checklist as a guide to help you and your school district know if your child is eligible for and could benefit from assistance.

Seeing

- | | | | |
|-------------------------------------|-----|--------------------------|----|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |

If your child ...

- Is often unable to locate and pick up small objects which have been dropped.
- Frequently rubs eyes or complains that his/hers eyes hurt
- Has reddened, watering or encrusted eyelids.
- Holds head in a strained or awkward position (tilts head from side to side - thrusts head forward or backward) when trying to look at a particular person or object.
- Sometimes or always crosses one or both eyes.

Talking

- | | | | |
|-------------------------------------|-----|--------------------------|----|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|-------------------------------------|-----|--------------------------|----|

If your child ...

- Can say his / her first name by age three.
- Asks "what" questions by age three.
- Repeats common rhymes and TV jingles by age three.
- Talks in short sentences by age four.
- Is understood by people outside of the family by age five.

Moving

- | | | | |
|-------------------------------------|-----|--------------------------|----|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|-------------------------------------|-----|--------------------------|----|

If your child ...

- Is able to kick a ball by age three.
- Runs by age three.
- Is able to balance on one foot for a short time by age three.

Playing

- | | | | |
|-------------------------------------|-----|--------------------------|----|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|-------------------------------------|-----|--------------------------|----|

If your child ...

- Plays near other children or joins them briefly in play by age three.
- Imitates parents doing routine household chores by age three.
- Enjoys playing alone with toys, pots and pans, and sand by age three.
- Plays group games such as hide and seek, tag ball, etc. with other children by age four.
- Does not share or take turns by age five.

Hearing

- | | | | |
|-------------------------------------|-----|--------------------------|----|
| <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|-------------------------------------|-----|--------------------------|----|

If your child ...

- Does not respond to common indoor (telephone) or outside sounds (car).
- Has a frequent ear infection(s).
- Talks in a very loud or soft voice.



2018-2019 Pre-Kindergarten & Kindergarten Registration will be held at
Beverly City School District - Registrar's Office:
St. Joseph's Church
805 Warren Street
Beverly, NJ 08010

***Registration Dates:** Tuesday, May 29, 2018
Thursday, May 31, 2018

***Registration Times:** 9:00 am – 11:00 am OR 1:00 pm – 3:00 pm

To be eligible for Registration:

Pre-Kindergarten - Must be 3 on or before October 1, 2018

Kindergarten - Must be 5 on or before October 1, 2018

Students Currently Enrolled in Pre-Kindergarten & Kindergarten do not need to attend the above registration sessions. However, in order to reserve your spot for next year we need to update our records. Please drop copies of TWO current utility bills to the registrar's office prior to June 30, 2018. The office is open to receive your updated information on Thursday's from 9:00 am - 11:00 am & 1:00 pm - 3:00 pm.
*Only Pre-Kindergarten students with updated information will be guaranteed a spot.

New Students must bring a copy of the following Mandatory documents at time of registration:

***Completed Registration Forms**

***Birth Certificate**

***Proof of Residency (*Deed, Mortgage Statement, Lease/Rental Agreement*)**

***Three Forms of Supporting Documentation of Residency**

(Example: Recent utility bills, Voter's Registration card, tax bill, credit card bill, Driver's License)

***Additional proof will be required if living with a Beverly Resident (Affidavit Form)**

***Record of All Required Immunizations/Physical Examination Form**

In accordance with state law, children must have all the required immunizations and a record of physical examination.

Space for our Pre-Kindergarten program is limited. We will make every effort to place every registrant. However, if the enrollment reaches a number which we are unable to accommodate, a lottery system will be instituted to ensure a fair and equal opportunity for each registrant. If this lottery should become necessary parents will be notified by June 30, 2018. Only complete registrants will be placed in the lottery.

Printable Registration Packets and Required Forms are available online at:
www.beverlycityschool.org

Email: ddigangi@beverlycityschool.org

Main Menu

Logout

05 BURLINGTON

0380 BEVERLY CITY

District-level User: DeLecce

January 22, 2019

Summary for 025-BEVERLY SCHOOL

Report Period 1 (September 1 - December 31, 2018)	
Incidents(Violence, Vandalism, Substances, Weapons and HIB Confirmed)	8
Other Incidents Leading to Removal	1
HIB Alleged	3
HIB Trainings	3
HIB Programs	3
Official School Data Submission	
First Name: <i>Joseph</i>	Last Name: <i>DeLecce</i>
Position Title: <i>Other School-level Administrator</i>	

Cancel and go back

E-Mail: ssds@doe.nj.gov



Student Safety Data System

[Main Menu](#)

[Logout](#)

05 BURLINGTON

0380 BEVERLY CITY

District-level User: DeLecca

January 22, 2019

[Enter New Incident](#)

[Enter New Training](#)

[Enter New Program](#)

[Certify](#)

School	RP1 Submission Status	Incidents in Progress	Incidents Completed	Total Incidents	Trainings Completed	Programs Completed
025-BEVERLY SCHOOL	RP1 Submitted	0	13	13	3	3
District-Wide					0	0

E-Mail: ssds@doe.nj.gov

[Enter New Incident](#)

Incident Status List for 025-BEVERLY SCHOOL

Click Incident ID # to complete, modify or delete incident

Incident ID	Incident Date	Incident Type 1	Incident Type 2	Incident Description	Status
SSDS017124	01/04/2019	Other Incident Leading to Removal		Abusive Language towards a classmate	Complete
SSDS017120	12/19/2018	Other Incident Leading to Removal		Disrespect toward teacher and abusive language	Complete
SSDS019839	12/04/2018	HIB Confirmed		On the walk home JR called a classmate a "nigger".	Complete
SSDS017114	11/13/2018	Threat, Simple		Made a gun gesture toward a teacher with his fingers	Complete
SSDS020925	10/31/2018	HIB Confirmed		Student was made fun of because of her size.	Complete
SSDS017090	10/19/2018	Substance Possession	Substance Use Confirmed	Student brought and consumed alcohol to a school function.	Complete
SSDS017073	10/18/2018	Threat, Simple		Told the teacher that mom would come in to beat her up.	Complete
SSDS020908	10/16/2018	HIB Alleged		Mother reported that her daughter was being bullied by her classmate	Complete
SSDS017018	10/04/2018	Fight		Students engaged in a fight on the playground.	Complete
SSDS019858	10/03/2018	HIB Alleged		JC allegedly made comments that AM was bullying another student.	Complete
SSDS017069	10/02/2018	False Public Alarm		Making a threat to shoot at the school	Complete
SSDS018616	10/01/2018	HIB Alleged		Parents accused student of verbally bullying a classmate.	Complete
SSDS016996	09/26/2018	Fight		Two student began to fight after school.	Complete

E-Mail ssds@doe.nj.gov



<u>GRADE/TEACHER</u>	<u>STUDENT COUNT</u>
<u>PRE-K</u>	
Ms. Scarperia	12
Ms. Foglio	15
Ms. Spratt	10
<u>KINDERGARTEN</u>	
Ms. Lokan	14
Mrs. Granville	14
Ms. Swal	3
<u>FIRST GRADE</u>	
Mrs. Maldonado	16
Mrs. Vermes	17
Ms. Swal	3
<u>SECOND GRADE</u>	
Mrs. Arruda	14
Ms. Balkovic	15
Ms. Swal	1
<u>THIRD GRADE</u>	
Mrs. McCloskey	22
Ms. McGuckin	2
<u>FOURTH GRADE</u>	
Mrs. Singer	15
Mrs. Genovesi	14
Ms. McGuckin	3
<u>FIFTH GRADE HOMEROOM</u>	
Ms. Best	22
Ms. McGuckin	2
<u>SIXTH GRADE HOMEROOM</u>	
Mrs. Druding	27
<u>SEVENTH GRADE HOMEROOM</u>	
Mr. Leigh	38
<u>EIGHTH GRADE HOMEROOM</u>	
Mr. Dempster	30
TOTAL COUNT	309

Attendance Totals for Beverly Elementary School from 01/01/2019 - 02/08/2019
 Report 1005 run on 02/08/2019

18B

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All	All	36	972	863	109	27	36	31.963	88.786	88.786
02	All	All	30	810	730	80	11	30	27.037	90.123	90.123
03	All	All	26	675	622	53	16	25	23.037	92.148	92.148
04	All	All	32	864	812	52	25	32	30.074	93.981	93.981
05	All	All	24	646	590	56	8	23.926	21.852	91.331	91.331
06	All	All	28	740	712	28	5	27.407	26.37	96.216	96.216
07	All	All	39	1,041	979	62	9	38.556	36.259	94.044	94.044
08	All	All	31	804	764	40	12	29.778	28.296	95.025	95.025
3F	All	All	19	494	428	66	32	18.296	15.852	86.64	86.64
4F	All	All	19	497	419	78	10	18.407	15.519	84.306	84.306
KF	All	All	31	813	745	68	44	30.111	27.593	91.636	91.636
TOTAL			315	8,356	7,664	692	199	309,481	283,852	91.719	91.719

Column header "Total" represents total number of all Students throughout the reporting period who factor into the attendance totals.

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All		36	972	863	109	27	36	31,963	88.786	88.786
02	All		30	810	730	80	11	30	27,037	90.123	90.123
03	All		26	675	622	53	16	25	23,037	92.148	92.148
04	All		32	864	812	52	25	32	30,074	93.981	93.981
05	All		24	646	590	56	8	23,926	21,852	91.331	91.331
06	All		28	740	712	28	5	27,407	26,371	96.216	96.216
07	All		39	1,041	979	62	9	38,556	36,259	94.044	94.044
08	All		31	804	764	40	12	29,778	28,296	95.025	95.025
3F	All		19	494	428	66	32	18,296	15,852	86.64	86.64
4F	All		19	497	419	78	10	18,407	15,519	84.306	84.306
KF	All		31	813	745	68	44	30,111	27,593	91.636	91.636
TOTAL			315	8,356	7,664	692	199	309,481	283,852	91.719	91.719

Total Sum of All Schools ADE: 309,481

Total Sum of All Schools ADA: 283,852

18C



Nurse's Monthly Report

Date Range: 12/13/18-2/7/19

Student Visits: 502

Physicals Processed: 2

Health Screenings Performed: 56

Students Requiring Emergency Services (911): 1

Employee Visits: 2

Documented Contagious Illnesses: 3

Child Study Team Referrals Completed: Screenings done per request

Other:

- Significant planning for new medically-fragile students
- Processed immunization and physical paperwork for new and transfer students
- Secured new medication orders and medications
- Continued active participation on attendance action committee
- Collaborated with Burlington County Health Department regarding antibody titer situation
- Achieved 100% compliance on PreK flu requirement
- Submitted annual immunization status report to county/state
- Submitted annual TB report to county/state

Thank you!

Prepared by Jamie Weller, MSN, RN, CSN-NJ
Beverly City School Nurse



Reporting Form for Harassment, Intimidation, and Bullying

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:

C.H.'s father's reported to Mr. Delecce that his son explained he was told to return to Ireland in a box of Lucky Charms by D.L. D.L. reported he had said something similar in a joking manner, but when he realized, by the look on C.H.'s face, that this was not being perceived as a joke, he put an end to the conversation.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:

[X] Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:

[] No, this case was determined to be non-HIB related or non-actionable HIB¹

[] Results of the investigation were inconclusive

Signature of the Superintendent [Handwritten Signature]

Date 1/11/2019

Board of Education Meeting Date 2/13/19

¹The 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



Reporting Form for Harassment, Intimidation, and Bullying

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 JR touched female students inappropriately and made sexual remarks.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:

It was confirmed that JR harassed AS and HB by pretending to touch them inappropriately and making suggestive comments.

Yes, this was harassment, intimidation, and/or bullying

DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:

JR will serve one day of out of school suspension. In addition, JR will attend counseling sessions with the social worker.

No, this case was determined to be non-HIB related or non-actionable HIB¹

Results of the investigation were inconclusive

Signature of the Superintendent

J. Hawbse

Date

2/5/19

Board of Education Meeting Date

February 13, 2019

¹The 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.

