BEVERLY CITY SCHOOL DISTRICT

BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School **6:00 PM**

November 14, 2018 **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 June 17, 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, members of the Board of Education. In addition, the Board will not allow remarks about specific students or district

personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.

2. Pledge of Allegiance

3. Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

4. President opens meeting

5. Board Member Comments on the Agenda

6. Public Comment on Agenda Items Only

7. Student Recognition

8. 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: To approve the minutes for the Regular meeting on October 17, 2018.

B. MOTION: To approve the advertisement of a meeting date change for the January re-organization meeting to Wednesday, January 9, 2019 at 6:00 PM.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

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MONTHLY FINANCIALS/CONTRACTS:

9. 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: To accept the financial Report of the Secretary for the month ending September 2018: Balance on hand $1,208,677.98

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 September 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 September 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 September 2018.

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

D. MOTION: To approve the purchase orders in the amount of $606,357.63 for the month of November 2018.

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E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $270,416.53 for the month of November 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 October 15, 2018 in the amount of $159,837.72 and for the pay period ending October 31, 2018 in the amount of $157,865.34 in the total amount of $317,703.06 for the month of October 2018.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

FINANCIALS/CONTRACTS:

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

School	# of Students	Cost	Effective	Comments	Total
BCSSSD	12		9/1/2018-6/30/2018		$464,283.00

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

PERSONNEL:

11. 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 December 2018.

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

- Stefanie Maldonado
- Dorothy Foglio
- Lori Genovesi

C. MOTION: BE IT RESOLVED, that the Board of Education approve Keith Henry, as a sub custodian, $15.00 per hour, effective November 15, 2018, as needed.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Cora Harris to be added to the sub caller list.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

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

A.MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Anneliese McCloskey to attend the Reading and Writing Strategies Webinars on November 1 & 20, 2018 and December 12, 2018, in the total amount of $338.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Caitlin Stone to attend the Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, Attention Deficit Disorder, and Language Processing Workshop on January 9, 2019, in Cherry Hill, NJ, in the total amount of $269.00.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Cher McCall, MSW LSW and Amie Jones, MSW LSW, to present "Trauma in the Classroom: Identifying Symptoms and Behaviors" professional development to the staff and faculty on January 18, 2019 in the amount of $250.00 per trainer.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

CURRICULUM & INSTRUCTION:

13. MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of Explore Learning's Reflex program in the amount of $3,295.00 to support student proficiency in math fluency.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

POLICIES:

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

-Policy #0169.02 Board Member Use of Social Networks
-Policy #3437 Military Leave
-Policy #4437 Military Leave for Support Staff
-Policy #5516.01 Student Tracking Devices
-Policy #7425 Lead Testing of Water in Schools
-Policy #7440 School District Security
-Policy #7441 Electronic Surveillance in School Buildings and on School Grounds
-Policy #8507 Breakfast Offer Versus Serve
-Policy #8630 Bus Driver/Bus Aide Responsibility
-Policy #9242 Use of Electronic Signatures
-Policy #1550 Equal Employment/Anti-Discrimination
-Policy #2431 Athletic Competition
-Policy #2431.8 Varsity Letters for Interscholastic Extracurricular Activities
-Policy #5350 Student Suicide Prevention
-Policy #5533 Student Smoking
-Policy #5535 Passive Breath Alcohol Sensor Device
-Policy #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
-Policy #8462 Reporting Potentially Missing and Abused Children
-Policy #8561 Procurement Procedures for School Nutrition Programs

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-Policy #1613 Disclosure and Review of Applicant's Employment History
-Policy #5512 HIB

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

15. Old Business

16. New Business – Purchase New School Bus

17. Superintendent's Report

A.Enrollment Report

B.Attendance Report

C.Nurse's Report

D.Discipline Report

E. H.I.B. Incidents:

__2__ incidents reported: __1__ were confirmed bullying, __1__ determined to be non-HIB related or non-actionable HIB, and ____ inconclusive.

F. Drills:

Fire Drill – October 23, 2018 – 10:18 AM – 4 Minutes
Fire Drill – November 7, 2018 – 11:39 AM – 2 Minutes 54 Seconds

18. Correspondence

19. Board Comments

20. Public Comments

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Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

MOTION: Executive Session Resolution:

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Beverly City School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:
_____Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing, 124 N.J. 478, the employee(s) and nature of discussion is
_____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	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

21. Adjournment

8.

BEVERLY CITY SCHOOL DISTRICT

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

Beverly City School
October 17, 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 June 17, 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.

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

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

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

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3. Roll Call

Stacey Atkinson	Present	Mary Smith-Jones	Absent
K. Lee Dixon	Present	Mary Wolbert	Present
Barbara Kelly	Present	Richard Wolbert	Present
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 thirty (30) 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

There was discussion about the Yale School placement as well as sporting events using our school vehicle. It was noted that we will be using our bus for some school sporting events as a cost savings measure.

7. Student Recognition

The Board of Education was proud to announce the Upstanders for the month of October. The Upstanders for the month were Charlie Harmon and Jaionna Dubell-Rollins.

8. A motion was made by Stacey Atkinson and seconded by Barbara Kelly to approve the minutes for the Regular meeting on September 19, 2018.

Roll Call

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

<u>MONTHLY FINANCIALS/CONTRACTS:</u>

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9. Consent Agenda:

A motion was made by K. Lee Dixon and seconded by Barbara Kelly 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 August 2018: Balance on hand $1,679,848.02

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 August 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 _____

Staff Accountant/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 August 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 August 2018.

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

D. MOTION: To approve the purchase orders in the amount of $557,161.38 for the month of October 2018.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $356,661.00 for the month of October 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 September 15, 2018 in the amount of $153,472.50 and for the pay period ending September 30, 2018 in the amount of $158,622.80 in the total amount of $312,095.30 for the month of September 2018.

Roll Call

Stacey Atkinson	Affirmative, Abstain B	Mary Smith-Jones	Absent
K. Lee Dixon	Affirmative, Abstain E	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

FINANCIALS/CONTRACTS:

10. Consent Agenda:

A motion was made by Stacey Atkinson 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 Blackboard Quote effective September 1, 2018 – June 30, 2019 in the amount of renewal and for the 2018-2019 school year in the amount of $750.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the CMP (Comprehensive Maintenance Plan), M-1, and Facilities Checklist for the 2018-2019 school year.

C.MOTION: To approve the Annual Facility Approvals for 2018-2019 School Year:

BE IT RESOLVED, that the Board of Education approve the renewal temporary spaces for the 2018-2019 School Year.

D. MOTION: BE IT RESOLVED, that the Board of Education approve transportation provided by Laurel Transportation to transport the girls basketball team to Riverside High School on December 12, 2018 in the amount of $325.00.

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

School	# of Students	Cost	Effective	Comments	Total
YALE	1	$57,047.40	9/1/2018-6/30/2019		$57,047.40
Whitman Elementary, Washington Township	1	$16,687.00	9/1/2018-6/30/2019	DCP&P Placement	$16,687.00

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Roll Call

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

PERSONNEL:

11. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Stacey Atkinson 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: BE IT RESOLVED, that the Board of Education approve Melanie Kranz as Girls' Basketball Coach stipend position for the 2018-2019 school year in the amount of $2,352.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Glenn Dempster as Boys' Basketball Coach stipend position for the 2018-2019 school year in the amount of $2,352.00

C. MOTION: BE IT RESOLVED, that the Board of Education approve Glenn Dempster as Math Olympics stipend position for the 2018-2019 school year in the amount of $39.26 per hour, Tier 4.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Larissa Druding as Battle of the Books stipend position for the 2018-2019 school year in the amount of $39.26 per hour, Tier 4.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Travis Knauss as Music Coordinator for the 2018-2019 school year in the amount of $1,173.00.

F.MOTION: To approve the Sub Caller List:

BE IT RESOLVED, that the Board of Education approve the Sub Caller List for the month of November 2018.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Janice Watson, as a sub custodian, $14.00 per hour, retroactive to October 3, 2018, as needed.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Kimberly Deatore, as a paraprofessional, Step #9, $15.56 per hour, retroactive to October 9, 2018, as needed.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Bob Biddle, as a sub bus drive, $20.00 per hour, effective October 18, 2018, as needed.

J. MOTION: BE IT RESOLVED, that the Board of Education approve a partially paid/partially unpaid paternity leave of absence (use of up to 10 sick days) from October 22, 2018 to November 7, 2018 for Dennis Leigh in accordance with FMLA/NJFLI.

Roll Call

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

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

A motion was made by Stacey Atkinson 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 Professional Development for Anneliese McCloskey and Lori Genovesi to attend the It's All About The Books Workshop on October 22nd, 29th, & November 5th, 2018, in the total amount of $338.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Charles Giambrone to attend the Safe School Resource Officer/School Liaison Training on January 7th – 11th, 2019, in Blackwood, NJ, in the total amount of $350.00.

Roll Call

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

CURRICULUM:

13. Consent Agenda:

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

A.MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of Learning Ally building license for two years in the amount of $2,143.00 to support students with reading differences.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Nursing Services Plan for the 2018-2019 school year.

Roll Call

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

POLICIES:

The following motion was tabled until the November meeting. There was public discussion on the policies that lead the Board of Education to table them all until next month. The policies being proposed will be posted on the District website to allow the public to review them as well.

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

-Policy #5512 HIB
-Policy #0169.02 Board Member Use of Social Networks
-Policy #3437 Military Leave
-Policy #4437 Student Tracking Devices
-Policy #5516.01 Student Tracking Devices
-Policy #7425 Lead Testing of Water in Schools
-Policy #7440 School District Security
-Policy #7441 Electronic Surveillance in School Buildings and on School Grounds
-Policy #8507 Breakfast Offer Versus Serve
-Policy #8630 Bus Driver/Bus Aide Responsibility
-Policy #9742 Use of Electronic Signatures
-Policy #1550 Equal Employment/Anti-Discrimination
-Policy #2431 Athletic Competition
-Policy #2431.8 Varsity Letters for Interscholastic Extracurricular Activities
-Policy #5350 Student Suicide Prevention
-Policy #5533 Student Smoking
-Policy #5535 Passive Breath Alcohol Sensor Device

-Policy #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
-Policy #8462 Reporting Potentially Missing and Abused Children
-Policy #8561 Procurement Procedures for School Nutrition Programs
-Policy #1613 Disclosure and Review of Applicant's Employment History

15. Old Business

There was no old business at this time.

16. New Business

There was no new business at this time.

17. Superintendent's Report

A. Enrollment Report: 305

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:

2 incidents reported: 0 were confirmed bullying, 2 determined to be non-HIB related or non-actionable HIB, and 0 inconclusive.

F. Drills:

Bus Evacuation Drill – October 4, 2018 – 8:30 AM
Shelter in Place – October 4, 2018 – 10:26 AM

18. Correspondence

There was no correspondence for the month.

19. Board Comments

Barbara Kelly informed the Board of Education that the Riverfront Historical Society and Library would like to invite students to visit.

20. Public Comments (First Open)

Mr. Wolbert opened the public comment section of the Board Meeting:

Ms. Nallon, 532 Board Street, Beverly NJ asked about the Hand Foot Mouth incidents reported on the Nurse's report. The Administration noted that notification was sent out to the families of those in the children's classroom.

Mr. Wolbert reviewed the recent situation that has brought the public out to the meeting. He reviewed the threat assessment protocol that was used and informed the public that an officer was sent to the student's home to address the threat. He noted that if there was a concern about the threat that the school would have been called off the next day. He informed the public that the threat was investigated by the police and threat assessment was reviewed. If there was a need, the parents would have been informed. The police determined there was action necessary. The police were present the next day as a standard protocol.

There was a long discussion regarding the threat incident including comments from Ms. Harmon, 150 Delacove Homes, Ms. Brinson, 133 Delacove Homes, Ms. Harrison, 104 Pine Street, Ms. Massey, 118 Delacove Homes, Ms. Fernandez, 414 Broad Street, Ms. Young, 510 Wheatley Avenue and Mr. Thibault, 614 Wheatley Avenue. The concerns that were raised poor communications, procedural steps taken, notification avenues and context of the communication from the Superintendent.

The Board of Education noted that protocols are being reviewed and revised as necessary. Additionally, it was noted that due to privacy issues not all the information will ever be presented to the public.

Additional comments were made regarding the employee of the YMCA program who has been charged with child endangerment. Administration explained that there has been communication with the YMCA management and that the notification process that the YMCA utilized will also be reviewed. The communication will continue with the YMCA about how this situation was handled.

Ms. Young, 510 Wheatley Avenue, asked about the school vehicle that is being used by the Superintendent to transport her child to school. It was noted that this issue will be addressed at a later time.

The first public section of the Board Meeting was closed to allow the Board of Education to move into executive session and discuss a residency issue. It was noted that there will be a second public comment section after the Board of Education returns from executive session.

A motion was made by Barbara Kelly and seconded by Donato Marable 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 8:30 p.m. this evening.

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

Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing, 124 N.J. 478, the employee(s) and nature of discussion is a 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	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

21. Adjournment from Executive Session

A motion was made by Donato Marable and seconded by Barbara Kelly to adjourn from Executive Session at 8:31 p.m.

Roll Call

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

22. Public Comments (Second Open)

The public comments continued after the Board of Education returned from executive session.

Ms. Esaia, 605 Lee Avenue, asked about the possibility of buying a house in Beverly for the school district. It was noted by Administration that at this point the school district is looking to purchase property in Beverly to move its administration offices. Currently, the District is leasing property and Dr. Savage is recommending that owning property is a better financial alternative to leasing property in Beverly. This possible purchase of property is ongoing.

Mr. Thibault, 614 Wheatley Avenue, gave a summary of his community service positions he has held in Beverly including past Board Member and a current Councilman. He noted that this incident is a teachable moment and that there are better ways to communicate. He also noted that this Board of Education is light years ahead of where it was in the past. There is excellent administration and if someone is looking to run for the Board of Education that please don't misuse the seat and come with the right motive. He noted the Board of Education sets policy.

23. Adjournment

A motion was made by K. Lee Dixon and seconded by Barbara Kelly to adjourn the Board of Education Meeting at 9:45 p.m.

Roll Call

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

Respectfully submitted:

Brian F. Savage

Staff Accountant/Board Secretary

10/10 1:41pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2018

9A

ASSETS AND RESOURCES

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

101	Cash in bank		$1,809,083.84
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	$207,603.28	
143	Intergovernmental - Other	$26,911.00	
			$599,817.51

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

301	Estimated Revenues	$6,612,354.00	
302	Less Revenues	($930,144.17)	
			$5,682,209.83
	Total assets and resources		$8,273,587.18

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2018

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
	Other current liabilities				$18,521.00
	TOTAL LIABILITIES				$18,521.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for Encumbrances - Current Year			$4,225,266.71	
	Reserved fund balance:				
760	Reserved Fund Balance			$392,738.95	
601	Appropriations		$7,214,885.00		
602	Less : Expenditures	$881,231.81			
603	Encumbrances	$4,225,266.71	($5,106,498.52)		
				$2,108,386.48	
	Total Appropriated			$6,726,392.14	
--- U n a p p r o p r i a t e d ---					
770	Unreserved Fund Balance -			$2,131,205.04	
303	Budgeted Fund Balance			($602,531.00)	
	TOTAL FUND BALANCE				$8,255,066.18
	TOTAL LIABILITIES AND FUND EQUITY				$8,273,587.18

Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$7,214,885.00	$5,106,498.52	$2,108,386.48
Revenues	($6,612,354.00)	($930,144.17)	($5,682,209.83)
	$602,531.00	$4,176,354.35	($3,573,823.35)
Less: Adjust for prior year encumb.	$0.00	$0.00	
Budgeted Fund Balance	$602,531.00	$4,176,354.35	($3,573,823.35)

Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$602,531.00	$4,176,354.35	($3,573,823.35)
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	$4,176,354.35	($3,573,823.35)

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 3 Month Period Ending 09/30/2018

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$2,904,839.00	$780,498.25		$2,124,340.75
3XXX	From State Sources	$3,690,680.00	$142,198.00		$3,548,482.00
4XXX	From Federal Sources	$16,835.00	$7,447.92		$9,387.08
	TOTAL REVENUE/SOURCES OF FUNDS	$6,612,354.00	$930,144.17		$5,682,209.83

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$1,601,934.00	$170,550.36	$1,334,539.10	$96,844.54
11-2XX-100-XXX	Special Education - Instruction	$352,509.00	$82,778.71	$265,156.14	$4,574.15
11-230-100-XXX	Basic Skills - Remedial Instruction	$67,406.00	$8,181.56	$59,224.44	$0.00
11-240-100-XXX	Bilingual Education - Instruction	$56,575.00	$5,657.40	$50,917.60	$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$13,000.00	$785.00	$9,215.00	$3,000.00
11-402-100-XXX	School-Spons. Athletics - Instruction	$8,500.00	$1,680.12	$4,500.00	$2,319.88
11-4XX-100-XXX	Other Instrc. Programs - Instruction	$1.00	$0.00	$1.00	$0.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	$1,594,486.00	$58,529.00	$194,920.00	$1,341,037.00
11-000-211-XXX	Attendance and Social Work Services	$34,605.00	$10,333.07	$23,828.04	$443.89
11-000-213-XXX	Health Services	$142,581.00	$16,107.31	$124,150.91	$2,322.78
11-000-216-XXX	Speech, OT,PT & Related Svcs	$95,009.00	$8,795.72	$84,663.10	$1,550.18
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	$4,923.42	$13,101.58	$3,500.00
11-000-219-XXX	Child Study Teams	$330,883.00	$29,146.20	$224,751.19	$76,985.61
11-000-221-XXX	Improv of Inst. - Instruc Staff	$258,777.00	$51,789.58	$205,602.42	$1,385.00
11-000-222-XXX	Educational Media Serv/School Library	$10,620.00	$0.00	$10,361.48	$258.52
11-000-223-XXX	Instructional Staff Training Services	$19,000.00	$7,343.69	$2,550.00	$9,106.31
11-000-230-XXX	Supp. Serv.-General Administration	$224,981.00	$56,309.86	$124,391.21	$44,279.93
11-000-240-XXX	Supp. Serv.-School Administration	$23,622.00	$8,573.68	$14,321.62	$726.70
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$207,303.00	$40,402.56	$138,372.11	$28,528.33
11-000-261-XXX	Require Maint. for School Facilities	$114,500.00	$15,289.96	$10,655.45	$88,554.59
11-000-262-XXX	Custodial Services	$387,321.00	$55,669.12	$161,575.13	$170,076.75
11-000-266-XXX	Security	$44,500.00	$0.00	$44,430.00	$70.00
11-000-270-XXX	Student Transportation Services	$413,248.00	$20,800.50	$206,882.12	$185,565.38
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	$1,166,636.00	$226,534.91	$903,094.07	$37,007.02
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$7,209,685.00	$880,181.73	$4,225,266.71	$2,104,236.56

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 3 Month Period Ending 09/30/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$4,000.00	$0.00	$0.00	$4,000.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	$1,200.00	$1,050.08	.00	$149.92
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$5,200.00	$1,050.08	$0.00	$4,149.92
TOTAL GENERAL FUND EXPENDITURES	$7,214,885.00	$881,231.81	$4,225,266.71	$2,108,386.48

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 3 Month Period Ending 09/30/2018

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy	$2,902,839.00	$698,612.24	$2,204,226.76
1XXX	Miscellaneous	$2,000.00	$81,886.01	($79,886.01)
	TOTAL	$2,904,839.00	$780,498.25	$2,124,340.75
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	$193,173.00	.00	$193,173.00
3131	Extraordinary Aid	$10,000.00	$48,592.00	($38,592.00)
3132	Categorical Special Education Aid	$182,606.00	.00	$182,606.00
3176	Equalization	$2,420,975.00	.00	$2,420,975.00
3177	Categorical Security	$105,269.00	$84,906.00	$20,363.00
3178	Adjustment Aid	$778,657.00	.00	$778,657.00
3XXX	Other State Aids	$0.00	$8,700.00	($8,700.00)
	TOTAL	$3,690,680.00	$142,198.00	$3,548,482.00
--- FEDERAL SOURCES ---				
4200	Medicaid Reimbursement	$16,835.00	$2,189.45	$14,645.55
4XXX	Other Federal Aids	$0.00	$5,258.47	($5,258.47)
	TOTAL	$16,835.00	$7,447.92	$9,387.08
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	$6,612,354.00	$930,144.17	$5,682,209.83

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 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	$153,731.00	$14,474.94	$139,256.06	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	$684,570.00	$58,149.34	$626,420.66	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	$365,708.00	$29,392.02	$336,315.98	.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	$15,324.74	$151,303.26	.00
11-190-100-320 Purchased Prof.-Ed. Services	$4,997.00	.00	.00	$4,997.00
11-190-100-340 Purchased Technical Services	$44,500.00	$13,599.63	$30,780.31	$120.06
11-190-100-500 Other Purch. Serv. (400-500 series)	$38,000.00	$5,998.58	$31,751.42	$250.00
11-190-100-610 General Supplies	$69,800.00	$22,162.29	$12,782.83	$34,854.88
11-190-100-640 Textbooks	$60,000.00	$11,282.07	$141.91	$48,576.02
11-190-100-800 Other Objects	$6,000.00	$166.75	$786.67	$5,046.58
TOTAL	$1,601,934.00	$170,550.36	$1,334,539.10	$96,844.54
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	$122,488.00	$52,191.20	$70,296.80	$0.00
11-204-100-106 Other Salaries for Instruction	$35,000.00	$11,819.96	$23,180.04	.00
11-204-100-610 General Supplies	$1,000.00	.00	.00	$1,000.00
TOTAL	$158,488.00	$64,011.16	$93,476.84	$1,000.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	$190,221.00	$18,541.70	$171,679.30	$0.00
11-213-100-610 General supplies	$3,800.00	$225.85	.00	$3,574.15
TOTAL	$194,021.00	$18,767.55	$171,679.30	$3,574.15
TOTAL SPECIAL ED - INSTRUCTION	$352,509.00	$82,778.71	$265,156.14	$4,574.15
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	$67,406.00	$8,181.56	$59,224.44	$0.00
TOTAL	$67,406.00	$8,181.56	$59,224.44	$0.00
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	$56,575.00	$5,657.40	$50,917.60	$0.00
TOTAL	$56,575.00	$5,657.40	$50,917.60	$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)	$3,000.00	.00	.00	$3,000.00
TOTAL	$13,000.00	$785.00	$9,215.00	$3,000.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$4,500.00	.00	$4,500.00	.00
11-402-100-600 Supplies and Materials	$4,000.00	$1,680.12	.00	$2,319.88

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$8,500.00	$1,680.12	$4,500.00	$2,319.88
--- 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	$265,369.00	.00	.00	$265,369.00
11-000-100-562 Tuition to Other LEAs within State Special	$258,983.00	($3,671.00)	.00	$262,654.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	$162,240.00	$27,716.00	$110,864.00	$23,660.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	$665,596.00	$5,100.00	.00	$660,496.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	$206,833.00	$29,384.00	$84,056.00	$93,393.00
11-000-100-568 Tuition - State Facilities	$35,465.00	.00	.00	$35,465.00
TOTAL	$1,594,486.00	$58,529.00	$194,920.00	$1,341,037.00
--- Attendance and social work services ---				
11-000-211-100 Salaries	$32,605.00	$8,776.96	$23,828.04	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	$2,000.00	$1,556.11	.00	$443.89
TOTAL	$34,605.00	$10,333.07	$23,828.04	$443.89
--- Health services ---				
11-000-213-100 Salaries	$78,881.00	$9,646.34	$69,234.66	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	$60,700.00	$5,976.25	$54,723.75	.00
11-000-213-600 Supplies and Materials	$2,500.00	$399.72	$192.50	$1,907.78
11-000-213-800 Other Objects	$500.00	$85.00	.00	$415.00
TOTAL	$142,581.00	$16,107.31	$124,150.91	$2,322.78
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	$61,109.00	$6,110.90	$54,998.10	.00
11-000-216-320 Purchased Prof. Ed. Services	$31,900.00	$2,235.00	$29,665.00	.00
11-000-216-600 Supplies and Materials	$2,000.00	$449.82	.00	$1,550.18
TOTAL	$95,009.00	$8,795.72	$84,663.10	$1,550.18
--- 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	$4,923.42	$13,101.58	.00
11-000-218-320 Purchased Prof. - Ed. Services	$3,500.00	.00	.00	$3,500.00
TOTAL	$21,525.00	$4,923.42	$13,101.58	$3,500.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$237,230.00	$23,318.26	$206,911.74	$7,000.00
11-000-219-105 Sal Secr. & Clerical Asst.	$22,773.00	$5,776.84	$16,996.16	.00
11-000-219-320 Purchased Prof. - Ed. Services	$58,000.00	.00	.00	$58,000.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-390 Other Purch. Prof. & Tech Svc.	$8,300.00	$51.10	$614.60	$7,634.30
11-000-219-600 Supplies and Materials	$2,800.00	.00	$228.69	$2,571.31
11-000-219-800 Other Objects	$1,780.00	.00	.00	$1,780.00
TOTAL	$330,883.00	$29,146.20	$224,751.19	$76,985.61
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	$239,677.00	$46,010.38	$193,666.62	.00
11-000-221-104 Salaries Other Prof. Staff	$8,000.00	$2,832.78	$5,167.22	.00
11-000-221-105 Sal Secr. & Clerical Asst.	$2,500.00	$886.20	$1,613.80	.00
11-000-221-11X Other Salaries	$6,000.00	$2,060.22	$3,939.78	.00
11-000-221-390 Other Purch. Prof. & Tech Svc.	$1,215.00	.00	$1,215.00	.00
11-000-221-600 Supplies and Materials	$1,385.00	.00	.00	$1,385.00
TOTAL	$258,777.00	$51,789.58	$205,602.42	$1,385.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	$4,000.00	.00	$4,000.00	.00
11-000-222-600 Supplies and Materials	$5,500.00	.00	$5,248.48	$251.52
11-000-222-800 Other Objects	$1,120.00	.00	$1,113.00	$7.00
TOTAL	$10,620.00	$0.00	$10,361.48	$258.52
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	$1,000.00	.00	.00	$1,000.00
11-000-223-500 Other Purchased Services (400-500 series)	$18,000.00	$7,343.69	$2,550.00	$8,106.31
TOTAL	$19,000.00	$7,343.69	$2,550.00	$9,106.31
--- Support services-general administration ---				
11-000-230-100 Salaries	$150,981.00	$35,596.21	$115,384.79	$0.00
11-000-230-331 Legal Services	$27,000.00	$975.00	.00	$26,025.00
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	$1,112.29	$699.71	$1,188.00
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	$376.00	$0.00	$4,624.00
11-000-230-610 General Supplies	$4,000.00	$1,111.36	$1,321.71	$1,566.93
11-000-230-890 Misc. Expenditures	$3,000.00	.00	$235.00	$2,765.00
11-000-230-895 BOE Membership Dues and Fees	$7,000.00	$1,915.00	.00	$5,085.00
TOTAL	$224,981.00	$56,309.86	$124,391.21	$44,279.93
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	$19,622.00	$5,426.68	$14,195.32	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	$700.00	$700.00	.00	.00
11-000-240-600 Supplies and Materials	$2,800.00	$1,947.00	$126.30	$726.70
11-000-240-800 Other Objects	$500.00	$500.00	.00	.00
TOTAL	$23,622.00	$8,573.68	$14,321.62	$726.70
--- Central Services ---				
11-000-251-100 Salaries	$175,103.00	$39,581.96	$135,521.04	.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-251-340 Purchased Technical Services	$9,000.00	$255.60	$1,093.97	$7,650.43
11-000-251-592 Misc Pur Serv (400-500 seriess)	$4,000.00	.00	.00	$4,000.00
11-000-251-600 Supplies and Materials	$4,000.00	$565.00	$1,007.10	$2,427.90
11-000-251-89X Other Objects	$3,200.00	.00	.00	$3,200.00
TOTAL	$195,303.00	$40,402.56	$137,622.11	$17,278.33
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	$12,000.00	.00	$750.00	$11,250.00
TOTAL	$12,000.00	$0.00	$750.00	$11,250.00
TOTAL Cent. Svcs. & Admin IT	$207,303.00	$40,402.56	$138,372.11	$28,528.33
--- Required Maint.for School Facilities ---				
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc	$79,500.00	$4,570.74	$2,834.85	$72,094.41
11-000-261-610 General Supplies	$35,000.00	$10,719.22	$7,820.60	$16,460.18
TOTAL	$114,500.00	$15,289.96	$10,655.45	$88,554.59
--- Custodial Services ---				
11-000-262-1XX Salaries	$119,721.00	$33,360.58	$86,360.42	$0.00
11-000-262-300 Purchased Prof. & Tech. Svc.	$25,000.00	$3,490.02	$8,820.58	$12,689.40
11-000-262-420 Cleaning, Repair & Maint. Svc.	$46,000.00	$14,686.87	$24,310.93	$7,002.20
11-000-262-441 Rental of Land & Bldgs Other Than Lease	$18,000.00	$141.00	$423.00	$17,436.00
11-000-262-490 Other Purchased Property Svc.	$4,000.00	.00	.00	$4,000.00
11-000-262-520 Insurance	$28,600.00	.00	.00	$28,600.00
11-000-262-590 Misc. Purchased Services	$7,000.00	$650.85	.00	$6,349.15
11-000-262-610 General Supplies	$6,000.00	.00	.00	$6,000.00
11-000-262-621 Energy (Natural Gas)	$61,000.00	$332.54	$12,667.46	$48,000.00
11-000-262-622 Energy (Electricity)	$67,000.00	$3,007.26	$28,992.74	$35,000.00
11-000-262-8XX Other Objects	$5,000.00	$0.00	$0.00	$5,000.00
TOTAL	$387,321.00	$55,669.12	$161,575.13	$170,076.75
--- Security ---				
11-000-266-100 Salaries	$44,500.00	.00	$44,430.00	$70.00
TOTAL	$44,500.00	$0.00	$44,430.00	$70.00
TOTAL Oper & Maint of Plant Services	$546,321.00	$70,959.08	$216,660.58	$258,701.34
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	$15,553.00	$4,466.44	$11,086.56	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	$15,553.00	$4,466.44	$11,086.56	.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	$40,499.00	.00	.00	$40,499.00
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	$20,000.00	.00	.00	$20,000.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	$16,000.00	.00	.00	$16,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	$68,934.00	.00	.00	$68,934.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	$180,000.00	$11,867.62	$150,000.00	$18,132.38

Beverly City Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 3 Month Period Ending 09/30/2018

	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	$413,248.00	$20,800.50	$206,882.12	$185,565.38
--- 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	$14,503.42	$55,496.58	.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	.00	$30,000.00	.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	$166,319.73	$731,395.16	$1,580.11
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	($1,013.84)	$30,979.33	$1,534.51
TOTAL	$1,166,636.00	$226,534.91	$903,094.07	$37,007.02
Total Undistributed Expenditures	$5,109,760.00	$610,548.58	$2,501,713.43	$1,997,497.99
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$7,209,685.00	$880,181.73	$4,225,266.71	$2,104,236.56
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$7,209,685.00	$880,181.73	$4,225,266.71	$2,104,236.56

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month eriod Ending 09/30/2018

		Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***					
--- E Q U I P M E N T ---					
	Undist. Exp. - Non-instructional Services				
12-000-300-730	Non-instructional services	$4,000.00	.00	.00	$4,000.00
	TOTAL	$4,000.00	$0.00	$0.00	$4,000.00
--- Facilities acquisition and construction services ---					
12-000-400-390	Other Purchased Prof. & Tech Services	$1,200.00	$1,050.08	.00	$149.92
	Sub Total	$1,200.00	$1,050.08	$0.00	$149.92
	TOTAL	$1,200.00	$1,050.08	$0.00	$149.92
	TOTAL CAPITAL OUTLAY EXPENDITURES	$5,200.00	$1,050.08	$0.00	$4,149.92

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	$7,214,885.00	$881,231.81	$4,225,266.71	$2,108,386.48

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

General Fund - Fund 10

For 3 Month Period Ending 09/30/2018

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

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 3 Month Period Ending 09/30/18

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

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

Reserved fund balance:

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

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 3 Month Period Ending 09/30/18

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

ESTIMATED	ACTUAL	UNREALIZED

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

School-Based Budget - FUND 15
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/18

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

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 3 Month Period Ending 09/30/18

I, _____, Board Secretary/Business Administrator
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_____ _____

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

10/10 1:41pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

ASSETS AND RESOURCES

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

101	Cash in bank		$571,464.68
	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		$1,038,773.76

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

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

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year			$360,450.76	
601	Appropriations		$571,696.00		
602	Less: Expenditures	$40,404.24			
603	Encumbrances	$360,450.76	($400,855.00)		
				$170,841.00	
	TOTAL FUND BALANCE				$531,291.76
	TOTAL LIABILITIES AND FUND EQUITY				$1,038,773.76

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 3 Month Period Ending 09/30/18

		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	$18,827.50	$182,095.50	$55,277.00
TOTAL STATE PROJECTS	$256,200.00	$18,827.50	$182,095.50	$55,277.00
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	$176,012.00	$15,046.74	$82,953.26	$78,012.00
I.D.E.A. Part B (Handicapped)	$115,860.00	.00	$86,112.00	$29,748.00
NCLB Title II - Part A/D	$13,054.00	$1,250.00	$4,000.00	$7,804.00
NCLB Title IV	$10,570.00	$5,280.00	$5,290.00	.00
TOTAL FEDERAL PROJECTS	$315,496.00	$21,576.74	$178,355.26	$115,564.00
*** TOTAL EXPENDITURES ***	$571,696.00	$40,404.24	$360,450.76	$170,841.00

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 3 Month Period Ending 09/30/18

		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 3 Month Period Ending 09/30/18

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	$184,256.00	$18,827.50	$161,613.50	$3,815.00
20-218-100-106 Other Sal. For Instruction	$20,482.00	.00	$20,482.00	.00
TOTAL Instruction	$204,738.00	$18,827.50	$182,095.50	$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	$18,827.50	$182,095.50	$55,277.00
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	$256,200.00	$18,827.50	$182,095.50	$55,277.00
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	$315,496.00	$21,576.74	$178,355.26	$115,564.00
T O T A L E X P E N D I T U R E	$571,696.00	$40,404.24	$360,450.76	$170,841.00

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Special Revenue Fund - Fund 20

For 3 Month Period Ending 09/30/18

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
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_____ _____

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

10/10 1:41pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

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 3 Month Period Ending 09/30/18

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

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

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

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

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/18

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

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

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Capital Projects Fund - Fund 30

For 3 Month Period Ending 09/30/18

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Board Secretary/Business Administrator Date

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

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

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/30/18

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

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

Reserved fund balance:

601	Appropriations	$81,894.00		
			$81,894.00	
	Total Appropriated		$81,894.00	
--- U n a p p r o p r i a t e d ---				
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)
--- 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 3 Month Period Ending 09/30/18

		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 3 Month Period Ending 09/30/18

*** 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 3 Month Period Ending 09/30/18

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_____ _____

Board Secretary/Administrator Date

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Form A - 149

9B

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: SEPTEMBER 2018

CASH R

	FUNDS	(1) Beginning Cash Balance **REVISED**	(2) Cash Receipts This Month
	GOVERNMENTAL FUNDS		
1	*General Fund - Fund 10*	2,743,660.02	687,514.37
2		0.00	
3	*ED JOBS - Fund 18*	-	
4	*Special Revenue Fund - Fund 20 (see page 2)*	348,025.92	256,200.00
5	Capital Project Fund - Fund 30	16,077.84	1.32
	Debt Service Fund - Fund 40	130,704.37	
6			
	Total Governmental Funds (Lines 1 thru 5)	**3,238,468.15**	**943,715.69**
	ENTERPRISE FUNDS		
7			
10	Food Program Fund - Fund 60	76,902.76	2,101.65
8			
9			
11			
12			
	Total Operating Account	**3,315,370.91**	**945,817.34**
	TRUST AND AGENCY FUNDS		
13			
14	Payroll	19,830.55	192,809.77
15	Payroll Agency - Fund 90	15,552.75	69,796.03
16	FSA account	242.86	0.02
17			
	Other - School Activities	5,764.52	254.82
18			
	Total Trust & Agency Funds (Lines 13 thru 15)	**41,390.68**	**262,860.64**
19			
	Total All Funds (Lines 6,12, and 16)	**3,356,761.59**	**1,208,677.98**

EPORT

(3) Cash Disbursements This Month	(4) Ending Cash Balance	Reconciled Bank Statements		Balance Sheets
			14758.1 14,758.10	
505,826.17	2,925,348.22			0.00
	0.00			0.00
	-			0.00
40,404.24	563,821.68			
	16,079.16	16,079.16	-	
	130,704.37			0.00
546,230.41	**3,635,953.43**	3,708,704.34	0.00	
6,253.50	72,750.91			
	-			-
	-			-
	-	#REF!	#REF!	
				0.00
552,483.91	**3,708,704.34**			
193,786.79	18,853.53	18,853.53	(0.00)	
77,207.76	8,141.02	8,141.02	0.00	
25.00	217.88	217.88	0.00	
			-	
	6,019.34	6,019.34	-	
271,019.55	**33,231.77**			
823,503.46	**3,741,936.11**			
				0.00

(2,925,348.22)
(0.00)
-

(16,079.16)
(130,704.37)

-

0.00

Pablo Canela

Treasurer of School Moneys

11/11/2018

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: SEPTEMBER 2018

CASH REPORT

	SPECIAL REVENUE FUND	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements this Month
1	Local Project	120,085.76		
2	Early Childhood Program Aid	369,689.93	256,200.00	18,827.50
3	Preschool Education Aid	(54,487.83)		
4	DEPA	10,752.22		
	TARA	8,806.06		
	Distance Learning Network Aid	3,508.00		
	Character Education Aid	3,470.95		
	Mentoring Aid	2,058.00		
11	Other- State	7,643.00		
12	P.L. 103-382 Title I & III	(119,875.20)		15,046.74
13	P.L. 103-382 Title II	(44,309.23)		1,250.00
14	P.L. 103-382 Title IV	(50,762.10)		5,280.00
15	P.L. 103-382 Title V	727.40		
17	I.D.E.A. Part B (Handicapped)	(97,062.40)		
18	P.L. 101-392 Vocational	-		
19	P.L. 91-230 Adult Basic Education	-		
20	Other -	187,781.36		
		-		
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1	348,025.92	256,200.00	40,404.24
		-		
			-	-

(4) Ending Cash
120,085.76
607,062.43
(54,487.83)
10,752.22
8,806.06
3,508.00
3,470.95
2,058.00
7,643.00
(134,921.94)
(45,559.23)
(56,042.10)
727.40
(97,062.40)
-
-
187,781.36
-
563,821.68
-

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	General operating Acct
Statement Date	September 30, 2018
Fund/Funds	10,,20,40,

1	Balance per Bank			
	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)		401,673.06	
5	Other (explain)		-	
6	Total Deductions			401,673.06
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			September 30, 2018
9	Balance per Board Secretary's Records As of		9/30/2018	**
	Reconciling Items:			
	Additions			
10	Interest Earned		-	
11	Other (Explain)			Pending journal entries
12	Total Additions			-
	Deductions			
13	Bank Charges			
14	Other (Explain)		(912,214.51)	Pending journal entries
15	Total deductions			(912,214.51)
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			September 30, 2018

* Line 8 MUST EQUAL line 17.

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

Prepared by
Date:
4,091,949.18
(399,324.00)
3,692,625.18
2,780,410.67
912,214.51
3,692,625.18
-

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	REFERENDUM ACCT
Statement Date	September 30, 2018
Fund/Funds	FUND 30

1	Balance per Bank			
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date	Amount		
2a				
2b				
2c				
2d	Total D.I.T.'s			
2	Misc		-	
3	Total Additions			-
	Deductions			
	Outstanding Checks			
4	(attached list)		-	
5	Other (explain)		-	
6	Total Deductions			-
7	Net Reconciling Items			
8	Adjusted Balance per Bank As of			September 30, 2018
9	Balance per Board Secretary's Records As of		9/30/2018	**
	Reconciling Items:			
	Additions			
10	Interest Earned		-	
11	Other (Explain)		249,940.72	Pending journal entries
12	Total Additions			249,940.72
	Deductions			
13	Bank Charges			
14	Other (Explain)			Pending journal entries
15	Total deductions			-
16	Net Reconciling items			
17	Adjusted Board Secretary's Balance As of			September 30, 2018

* Line 8 MUST EQUAL line 17.

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

Prepared by
Date:
16,079.16
-
16,079.16
(233,861.56)
249,940.72
16,079.16
-

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	2400000357
Statement Date	September 30, 2018
Fund/Funds	Net Payroll

Prepared by

Date:

1	Balance per Bank			27,327.84
	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)	8,474.31		
5	Other (explain)	-		
6	Total Deductions		8,474.31	
7	Net Reconciling Items			(8,474.31)
8	Adjusted Balance per Bank As of		September 30, 2018	18,853.53
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

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Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	6101433275
Statement Date	September 30, 2018
Fund/Funds	Payroll Agency (90)

Prepared by
Date:

1	Balance per Bank				38,128.08
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	MISC	-	-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(attached list)		29,987.06		
5	Other (prior period void		-		
6	Total Deductions			29,987.06	
7	Net Reconciling Items				(29,987.06)
8	Adjusted Balance per Bank As of			September 30, 2018	8,141.02
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
Account number	2400000340
Statement Date	September 30, 2018
Fund/Funds	School Activities

Prepared by

Date:

1	Balance per Bank				6,019.34
	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 func		0.00		
6	Total Deductions			0.00	
7	Net Reconciling Items				0.00
8	Adjusted Balance per Bank As of			September 30, 2018	6,019.34

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
Account number	9500064390
Statement Date	September 30, 2018
Fund/Funds	FSA account

Prepared by
Date

1	Balance per Bank			217.88
	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		September 30, 2018	217.88

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 9-30-2018

.

FUND-10

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

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18			884,129.39
	July - June serv charges		(1,137.14)
	Payroll posting/transfers		(1,170.67)
	Payroll posting/transfers -agency	9/24/2018	63,713.68
	Transfer to FSA		(300.00)
	Wire transfer 9-4-18		-10946.88

cash per Treasurer school monies report

1,991,059.84

934,288.38

2,925,348.22

FUND 20	20	
cash per Board Secretary's Report		-
NEEDED GENERAL LEDGER ADJUSTMENTS:		
Prior year diff 6-30-18		(7,643.00)
cash per Treasurer school monies report		
FUND 30		
cash per Board Secretary's Report		
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		
trsnfer from general fund		
	fund 30 acct check	
Interest		4.06
.		
cash per Treasurer school monies report		
FUND 40		
cash per Board Secretary's Report		

571,464.68

(7,643.00)

563,821.68

(233,861.56)

249,940.72

16,079.16

145,132.24

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18	(14,427.87)

cash per Treasurer school monies report

MISC

FUND 60

cash per Balance Sheet.

NEEDED GENERAL LEDGER ADJUSTMENTS:

misc adj	(3.00)

cash per Treasurer school monies report

(14,427.87)
130,704.37
72,753.91
(3.00)
72,750.91

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

9/30/2018

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
OPERATING ACCOUNT					
16502	34.65	23448	214.50		
17961	867.83	23450	3,401.70		
18116	1,605.20	23456	146.00		
18815	7.50	23457	750.00		
18870	180.00	23458	11,520.00		
19035	600.00	23464	231.73		
19086	437.50	23466	104.40		
19652	12.40	23477	700.00		
19653	14.20	23480	1,447.50		
21136	391.68	23485	138.99		
21845	32,981.00	23486	27.28		
22596	11,720.00	23487	3,738.25		
22605	36,399.00	23488	42,774.95		
22895		23491	302.48		
		23498	1,000.00		
22976	8,287.50	23504	113.68		
23314	29,175.46				
23344	400.00				
23349	900.00				
23351	1,050.00				
23357	166,061.03				
23358	2,557.65				
23363	1,569.00				
23366	38,225.00				
23367	200.00				
23410	1,385.00				
23355					
	335,061.60		66,611.46		-

OPERATING ACCOUNT

TOTAL OPERATING ACCT OS

BEG BAL OS CKS
ISSUED

401,673.06

356,478.74
197,210.59

					CASHED void
NET PAYROLL ACCOUNT					
202822	182.23				
205215	167.61	217967	931.11		
		217963	45.91		
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				
216090	963.13				
216862	307.27				
217139	138.20				
217223	554.76				
217513	45.16				
	7,497.29		977.02		-
TOTAL O/S CHECKS -PAYROLL ACCT					8,474.31
			BEG BAL OS CKS		7,497.29
				ISSUED	10,856.78
				CASHED	(9,879.76)
					8,474.31

(152,016.27)
401,673.06
-

void in prev month

PAYROLL AGENCY

10539	14.20
11595	41.06
11596	875.02
11597	272.86
11598	217.82
11599	4,645.00
11600	17,614.40
11601	975.00
11602	4,088.94
11603	867.76
11604	375.00
11605	
11606	
11607	
11608	
11609	
11610	
	29,987.06

BEG BAL OS CKS		2,447.36
	ISSUED	36,917.88
	CASHED	(9,378.18)
	void	
		29,987.06

FUND 30 REFERENDUM ACCOUNT

18

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

va_s1701
09/19/2018

Beverly City Board of Education
Monthly Transfer Report

9C

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	1,642,637.00	0.00	1,642,637.00	164,263.70	(40,703.00)	-2.48	123,560.70	96,844.54
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	556,660.00	0.00	556,660.00	55,666.00	35,002.00	6.29	90,668.00	12,224.33
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	21,500.00	0.00	21,500.00	2,150.00	1.00	0.00	2,151.00	5,319.88
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**					**114,388.75**
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	1,595,686.00	0.00	1,595,686.00	159,568.60	(1,200.00)	-0.08	158,368.60	1,341,037.00
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	534,514.00	0.00	534,514.00	53,451.40	5,700.00	1.07	59,151.40	83,510.80
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	277,777.00	0.00	277,777.00	27,777.70	0.00	0.00	27,777.70	10,491.31
General Administration	1X-000-230-XXX	224,981.00	0.00	224,981.00	22,498.10	0.00	0.00	22,498.10	44,279.93
School Administration	1X-000-240-XXX	23,622.00	0.00	23,622.00	2,362.20	0.00	0.00	2,362.20	726.70
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	28,528.33
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	258,701.34
Student Transportation Services	1X-000-270-XXX	413,248.00	0.00	413,248.00	41,324.80	0.00	0.00	41,324.80	185,565.38

va_s1701
09/19/2018

Beverly City Board of Education
Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,166,636.00	0.00	1,166,636.00	116,663.60	0.00	0.00	116,663.60	37,007.02
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**					**1,989,847.81**
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	0.00	0.00	400.00	4,000.00
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	149.92
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**					**4,149.92**
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		**7,214,885.00**	**0.00**	**7,214,885.00**					**2,108,386.48**

School Business Administrator Signature

Date

va_exaa1.082406
09/19/2018

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

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
		Current Appropriation Adjustments						
11-000-222-610- -	LIB/MEDIA SUPPLIES	BT - September	000009	09/19/2018	BSAVAGE	$0.00	$5,500.00	$5,500.00
11-000-222-890- -	LIB/MEDIA MISC EXPENSES	BT - September	000009	09/19/2018	BSAVAGE	$920.00	$200.00	$1,120.00
11-000-223-500- -	OTHER PURCHASED SERVICES	BT - September	000010	09/19/2018	BSAVAGE	$6,000.00	$4,000.00	$10,000.00
11-000-223-580- -	WORKSHOPS	BT - September	000010	09/19/2018	BSAVAGE	$12,000.00	($4,000.00)	$8,000.00
11-000-291-210- -	GROUP INSURANCE	BT - September	000010	09/19/2018	BSAVAGE	$14,568.00	($7,350.00)	$7,218.00
11-000-291-260- -	WORKERS' COMP.	BT - September	000010	09/19/2018	BSAVAGE	$35,000.00	$7,200.00	$42,200.00
11-000-291-270- -	OTHER HEALTH BENEFITS	BT - September	000010	09/19/2018	BSAVAGE	$899,145.00	$150.00	$899,295.00
11-190-100-340- -	PURCHASED TECH SVC	BT - September	000009	09/19/2018	BSAVAGE	$43,000.00	$1,500.00	$44,500.00
11-190-100-500- -	OTHER PURCHASED SVC	BT - September	000009	09/19/2018	BSAVAGE	$37,000.00	$1,000.00	$38,000.00
11-190-100-610- -	GENERAL SUPPLIES INSTRUC	BT - September	000009	09/19/2018	BSAVAGE	$78,000.00	($8,200.00)	$69,800.00
60-910-310-500- -	FOOD SERVICE COSTS	setup food service	000011	09/19/2018	BSAVAGE	$0.00	$200,000.00	$200,000.00
60-910-310-610- -	FOOD SERVICE SUPPLIES	setup food service	000011	09/19/2018	BSAVAGE	$0.00	$5,000.00	$5,000.00
					Total Current Appr.			***$205,000.00***

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

9D

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
19-00254		1266/B.C.S.S.S.D.	11-000-100-565- -	TUITION-CSSD & DAY	11/14/18	1	DBRYSONREQ	CR-	464,283.00
			11-000-100-568- -	TUITION-STATE FACILITIES	11/14/18	1	DBRYSONREQ	CR-	35,465.00
				Total For 2 Transactions On PO# 19-00254					$499,748.00
19-00255		3510/WASHINGTON TWP. BOARD OF	11-000-100-561- -	TUITION-LEA REGULAR	11/14/18	1	DBRYSONREQ	CR-	16,687.00
19-00256		1979/Y.A.L.E. SCHOOL INC.	11-000-100-566- -	TUITION-PRIVATE SCHOOL	11/14/18	1	DBRYSONREQ	CR-	30,519.40
			20-250-100-500- -	IDEA TUITION	11/14/18	1	DBRYSONREQ	CR-	26,528.00
				Total For 2 Transactions On PO# 19-00256					$57,047.40
19-00257		3517/REALTY LANDSCAPING	11-000-262-420- -	OPER CONTRACT	11/14/18	1	DBRYSONREQ	CR-	615.00
19-00258		3086/TREASURER, STATE OF NJ DEPT ED	20-231-200-200- -	TITLE I EMPLOYEE BENEFIT	11/14/18	1	DBRYSONREQ	CR-	4,777.23
19-00259		1815/BEVERLY SEWERAGE AUTHORITY	11-000-262-490- -	OTHPURPROP	11/14/18	1	DBRYSONREQ	CR-	184.00
19-00260		3462/MIDDLESEX LAMINATING	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	125.00
19-00261		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	11/14/18	1	DBRYSONREQ	CR-	4,106.93
19-00262		3074/DISCOVERY EDUCATION	11-190-100-340- -	PURCHASED TECH SVC	11/14/18	1	DBRYSONREQ	CR-	2,600.00
19-00263		3343/EPLUS	11-000-230-895- -	BOE	11/14/18	1	DBRYSONREQ	CR-	3,014.00
19-00264		3415/WILLIAM H. SADLIER, INC.	11-213-100-610- -	GENERAL SUPPLIES-RR	11/14/18	1	DBRYSONREQ	CR-	610.44
19-00265		1008/LAKESHORE LEARNING MAT.	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	706.99
19-00266		1556/DISCOUNT SCHOOL	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	2,691.78
19-00267		1752/SCHOOL SPECIALTY INC	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	1,199.90
19-00268		2016/HEWITT MD, JAMES L	11-000-216-320- -	SPEECH/OT/PT PROF SER	11/14/18	1	DBRYSONREQ	CR-	575.00

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

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
19-00269		3463/RNB DESIGN, LLC	11-190-100-340- -	PURCHASED TECH SVC	11/14/18	1	DBRYSONREQ	CR-	587.35
19-00270		3496/DE LONG SERVICE COMPANY, INC.	60-910-310-420- -	FOOD SERV EQP REPAIR	11/14/18	1	DBRYSONREQ	CR-	477.50
19-00271		1931/POWER EQUIPMENT COMPANY	11-000-262-300- -	OPER PURCH PROF/TECH	11/14/18	1	DBRYSONREQ	CR-	320.00
19-00272		3134/FEDEX	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	466.27
19-00273		2984/STAPLES ADVANTAGE	11-000-230-610- -	GEN ADMIN-SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	303.18
19-00274		3421/DAVID B. RUBIN, PC	11-000-230-331- -	GEN ADMIN-LEGAL SVC	11/14/18	1	DBRYSONREQ	CR-	1,470.00
19-00275		3268/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/PT PROF SER	11/14/18	1	DBRYSONREQ	CR-	180.08
19-00276		2608/COOPER PEDIATRIC NEUROLOGY	11-000-219-104-01 -	CST EVALUATIONS	11/14/18	1	DBRYSONREQ	CR-	350.00
19-00277		2842/W.B. MASON CO. INC.	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	749.70
19-00278		3366/NATIONAL EDUCATIONAL MUSIC	11-190-100-610- -	GENERAL SUPPLIES	11/14/18	1	DBRYSONREQ	CR-	225.00
19-00279		3189/GREAT PLUMBERS	11-000-262-420- -	OPER CONTRACT	11/14/18	1	DBRYSONREQ	CR-	1,562.74
19-00280		3485/BLACKBOARD, INC.	11-190-100-500- -	OTHER PURCHASED SVC	11/14/18	1	DBRYSONREQ	CR-	750.00
19-00281		3578/LEARNING ALLY	11-190-100-340- -	PURCHASED TECH SVC	11/14/18	1	DBRYSONREQ	CR-	2,143.05
19-00282		3580/CHILDREN'S THERAPY STORE	11-000-219-610- -	CST SUPPLIES	11/14/18	2	DBRYSONREQ	CR-	137.70
19-00283		3579/PROFESSIONAL MEDICAL STAFFING	11-000-213-300- -	HEALTH PURCHASED	11/14/18	2	DBRYSONREQ	CR-	362.50
19-00284		3361/NEW JERSEY SCHOOLS	11-000-262-590- -	OPER MISC PURCHASE	11/14/18	2	DBRYSONREQ	CR-	743.83
19-00285		1405/GOPHER SPORT	11-402-100-610- -	ATHLETICS SUPPLIES	11/14/18	2	DBRYSONREQ	CR-	840.06

Beverly City Board of Education

Entered Purchase Order Report By PO Number

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba-tch	Entered By	Approval Status By	PO Amount

Report Totals	Current Entered	$606,357.63
	Prior Entered	$0.00
	Total Entered	$606,357.63

Beverly City Board of Education

va_areq1
020514
11/14/2018

32 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
19-00254	19-00254	DBRYSONREQ	B.C.S.S.S.D.	000		499,748.00
19-00255	19-00255	DBRYSONREQ	WASHINGTON TWP. BOARD OF	000		16,687.00
19-00256	19-00256	DBRYSONREQ	Y.A.L.E. SCHOOL INC.	000		57,047.40
19-00257	19-00257	DBRYSONREQ	REALTY LANDSCAPING CORPORATION	000		615.00
19-00258	19-00258	DBRYSONREQ	TREASURER, STATE OF NJ DEPT ED	000		4,777.23
19-00259	19-00259	DBRYSONREQ	BEVERLY SEWERAGE AUTHORITY	000		184.00
19-00260	19-00260	DBRYSONREQ	MIDDLESEX LAMINATING	000		125.00
19-00261	19-00261	DBRYSONREQ	CDW GOVERNMENT INC.	000	JACK DOOLEY	4,106.93
19-00262	19-00262	DBRYSONREQ	DISCOVERY EDUCATION	000	JACK DOOLEY	2,600.00
19-00263	19-00263	DBRYSONREQ	EPLUS	000	JACK DOOLEY	3,014.00
19-00264	19-00264	DBRYSONREQ	WILLIAM H. SADLIER, INC.	000	PEG GUNGLE	610.44
19-00265	19-00265	DBRYSONREQ	LAKESHORE LEARNING MAT.	000	SPRATT, FOGLIO, SCARPERIA	706.99
19-00266	19-00266	DBRYSONREQ	DISCOUNT SCHOOL	000	PRE-K	2,691.78
19-00267	19-00267	DBRYSONREQ	SCHOOL SPECIALTY INC	000	PRE-K	1,199.90
19-00268	19-00268	DBRYSONREQ	HEWITT MD, JAMES L.	000		575.00
19-00269	19-00269	DBRYSONREQ	RNB DESIGN, LLC	000		587.35
19-00270	19-00270	DBRYSONREQ	DE LONG SERVICE COMPANY, INC.	000		477.50
19-00271	19-00271	DBRYSONREQ	POWER EQUIPMENT COMPANY	000		320.00
19-00272	19-00272	DBRYSONREQ	FEDEX	000		466.27
19-00273	19-00273	DBRYSONREQ	STAPLES ADVANTAGE	000	ANDREA DOLLARD	303.18
19-00274	19-00274	DBRYSONREQ	DAVID B. RUBIN, PC	000		1,470.00
19-00275	19-00275	DBRYSONREQ	PARA PLUS TRANSLATIONS, INC.	000		180.08
19-00276	19-00276	DBRYSONREQ	COOPER PEDIATRIC NEUROLOGY	000		350.00
19-00277	19-00277	DBRYSONREQ	W.B. MASON CO. INC.	000		749.70
19-00278	19-00278	DBRYSONREQ	NATIONAL EDUCATIONAL MUSIC	000		225.00
19-00279	19-00279	DBRYSONREQ	GREAT PLUMBERS	000		1,562.74
19-00280	19-00280	DBRYSONRE	BLACKBOARD, INC.	000		750.00

Beverly City Board of Education

va_areq1
20514
/14/2018

32 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
		Q				
19-00281	19-00281	DBRYSONRE	LEARNING ALLY	000		2,143.05
		Q				
19-00282	19-00282	DBRYSONRE	CHILDREN'S THERAPY STORE	000	J. MILLS	137.70
		Q				
19-00283	19-00283	DBRYSONRE	PROFESSIONAL MEDICAL STAFFING	000		362.50
		Q				
19-00284	19-00284	DBRYSONRE	NEW JERSEY SCHOOLS INSURANCE	000		743.83
		Q				
19-00285	19-00285	DBRYSONRE	GOPHER SPORT	000		840.06
		Q				

Beverly City Board of Education

Bills And Claims Report By Vendor Name

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11/14/2018

for Batches 50,51 and Check Date is 11/15/2018

9E

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
ATLANTIC BUSINESS PRODUCTS/ 3206							
	19-00227	11-000-219-610- -/ CST SUPPLIES		CF	CNIN807100	23574	57.19
		11-000-251-610- -/ BUSINESS SUPPLIES		CF	CNIN807100	23574	57.19
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	CNIN807100	23574	394.64
				Total for ATLANTIC BUSINESS PRODUCTS/ 3206			$509.02
B.C.I.T./ 1952							
	19-00125	11-000-100-563- -/ TUITION-CO VOC SCHOOL		CP	DECEMBER 2018	23575	13,858.00
		11-000-100-563- -/ TUITION-CO VOC SCHOOL		CP	NOVEMBER 2018	23575	13,858.00
				Total for B.C.I.T./ 1952			$27,716.00
BAYADA NURSES INC/ 2591							
	19-00133	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13932038	23576	1,372.50
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13952107	23576	1,383.75
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13972661	23576	1,023.75
				Total for BAYADA NURSES INC/ 2591			$3,780.00
BEVERLY SEWERAGE AUTHORITY/ 1815							
	19-00259	11-000-262-490- -/ OTHPURPROP WATERSEWER		CF	701/930	23577	184.00
BLACKBOARD, INC./ 3485							
	19-00280	11-190-100-500- -/ OTHER PURCHASED SVC		CF	1303460	23578	750.00
BROOKFIELD ACADEMY/ 1953							
	19-00132	11-000-100-566- -/ TUITION-PRIVATE SCHOOL		CP	Dec 2018- J.M.	23579	4,320.00
CLASSROOM DIRECT/ 2174							
	19-00073	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	308103190001	23580	152.59
CLC LOCKSMITHS LLC/ 2272							
	19-00221	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	62078	23581	725.25
CM3 BUILDING SOLUTIONS INC/ 2865							
	19-00239	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CP	27090	23582	478.59
		11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	27118	23582	361.34
				Total for CM3 BUILDING SOLUTIONS INC/ 2865			$839.93
COLORCRAFT SIGN COMPANY/ 1641							
	19-00225	11-000-240-610- -/ SCHOOL ADMIN-SUPPLIES		CP	29362	23583	626.30
		11-000-240-610- -/ SCHOOL ADMIN-SUPPLIES		CF	29362	23583	592.30

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

Beverly City Board of Education

Bills And Claims Report By Vendor Name

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11/14/2018

for Batches 50,51 and Check Date is 11/15/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
		11-000-240-610- -/ SCHOOL ADMIN-SUPPLIES		CP	29363	23583	64.00
		11-000-240-610- -/ SCHOOL ADMIN-SUPPLIES		CP	29450	23583	135.00
				Total for COLORCRAFT SIGN COMPANY/ 1641			$1,417.60
COMCAST CABLEVISION/ 1792							
	19-00054	11-190-100-340- -/ PURCHASED TECH SVC		CP	8499 05 117 0029668	23584	125.89
		11-190-100-340- -/ PURCHASED TECH SVC		CP	8499 05 117 0032811	23584	105.84
				Total for COMCAST CABLEVISION/ 1792			$231.73
DAVID B. RUBIN, PC/ 3421							
	19-00274	11-000-230-331- -/ GEN ADMIN-LEGAL SVC		CF	16881	23585	1,470.00
DEMCO INC./ 1199							
	19-00196	11-000-222-610- -/ LIB/MEDIA SUPPLIES		CF	6478577	23586	1,135.82
DIRECT ENERGY BUSINESS/ 3405							
	19-00135	11-000-262-621- -/ OPER ENERGY - GAS		CP	HS8915624	23587	9.64
DISCOVERY EDUCATION/ 3074							
	19-00262	11-190-100-340- -/ PURCHASED TECH SVC		CF	PURCHASED TECH SVC	23588	2,600.00
EDUCATIONAL SERVICES UNIT/ 1858							
	19-00134	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	19-0002-D.A. 2018 ESY	23589	3,800.00
	19-00207	11-000-270-518- -/ TRANS ESC SP ED CONTRACT		CP	19E-0181	23589	15,495.38
	19-00134	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-OT-181015	23589	1,590.00
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-PT-181015	23589	382.50
				Total for EDUCATIONAL SERVICES UNIT/ 1858			$21,267.88
FEDEX/ 3134							
	19-00272	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	6 351 36970	23590	466.27
FILEBANK INC./ 2887							
	19-00079	11-000-251-340- -/ BUS OFF PURCH TECH SERV		CP	NOV 18	23591	102.24
FP MAILING SOLUTIONS/ 3072							
	19-00050	11-000-230-530- -/ TELEPHONE POSTAGE		CP	RI103810082	23592	78.00
GENERAL CHEMICAL CO./ 1059							
	19-00210	11-000-261-610- -/ MAINT SUPPLIES		CF	246937	23593	1,324.71
		11-000-261-610- -/ MAINT SUPPLIES		CP	247004	23593	686.50
				Total for GENERAL CHEMICAL CO./ 1059			$2,011.21
GREAT PLUMBERS/ 3189							

** 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 Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00240	11-000-262-420- -/ OPER CONTRACT SERVICES		CF	80584	23594	430.00
GST TRANSPORT, CORP./ 2738							
	19-00224	11-000-270-511- -/ TRANS CONT SVS REG		CP	DEC 2018	23595	3,142.98
HORIZON DENTAL OPTION PLAN/ 2999							
	19-00059	11-000-291-270- -/ OTHER HEALTH BENEFITS		CP	NOV18-290224724	23596	3,432.44
JESUS THE GOOD SHEPARD PARISH/ 3259							
	19-00051	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	DECEMBER 2018	23597	1,447.50
LEARNING A-Z/ 3367							
	19-00243	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	2031632	23598	832.90
LEARNING ALLY, INC./ 3578							
	19-00281	11-190-100-340- -/ PURCHASED TECH SVC		CF	18732	23599	2,143.05
LEXISNEXIS RISK SOLUTIONS FL INC./ 3573							
	19-00194	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	DEC 2018	23600	85.00
MCA-AMERIZON OF NC/ 3577							
	19-00253	11-000-261-610- -/ MAINT SUPPLIES		CF	116132	23601	2,495.00
MIDDLESEX LAMINATING/ 3462							
	19-00260	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	149	23602	125.00
	19-00220	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	151	23602	138.99
				Total for MIDDLESEX LAMINATING/ 3462			$263.99
NETWORK SUPPORT LLC/ 2672							
	19-00060	11-190-100-340- -/ PURCHASED TECH SVC		CP	1771	23603	697.50
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1772	23603	281.25
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1773	23603	465.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1774	23603	511.50
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1775	23603	837.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1776	23603	281.25
				Total for Network Support LLC/ 2672			$3,073.50
NEW JERSEY SCHOOLS INSURANCE GROUP/ 3361							
	19-00284	11-000-262-590- -/ OPER MISC PURCHASE		CF	CON-0000023435	23604	743.83
NJ AMERICAN WATER CO./ 1140							

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

Beverly City Board of Education
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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00055	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	10/24/2018	23605	306.89
NJASRO/ 3574							
	19-00235	11-000-223-580- -/ WORKSHOPS		CF	C. GIAMBRONE 107/111	23606	350.00
NUTRI-SERVE FOOD MGMT/ 2821							
	19-00183	60-910-310-500- -/ FOOD SERVICE COSTS		CP	930100418	23607	4,582.39
		60-910-310-500- -/ FOOD SERVICE COSTS		CP	930101118	23607	3,384.02
		60-910-310-500- -/ FOOD SERVICE COSTS		CP	930101818	23607	4,697.90
		60-910-310-500- -/ FOOD SERVICE COSTS		CP	930102518	23607	4,368.03
		60-910-310-500- -/ FOOD SERVICE COSTS		CP	930110118	23607	4,357.28
				Total for NUTRI-SERVE FOOD MGMT/ 2821			$21,389.62
PALMYRA BOARD OF EDUCATION/ 1249							
	19-00252	11-000-100-561- -/ TUITION-LEA REGULAR		CP	DEC 2018	23608	26,656.87
		11-000-100-562- -/ TUITION-LEA SPECIAL EDUC		CP	DEC 2018	23608	19,262.28
				Total for PALMYRA BOARD OF EDUCATION/ 1249			$45,919.15
PEARSON ASSESSMENTS/ 2535							
	19-00096	11-000-219-390- -/ CST PURCH PRF/TECH SVC		CP	11827857	23609	423.58
POWER EQUIPMENT COMPANY/ 1931							
	19-00271	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	33043	23610	320.00
	19-00229	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	33207	23610	405.00
				Total for POWER EQUIPMENT COMPANY/ 1931			$725.00
PRO ACOUSTICS/ 3470							
	19-00098	11-190-100-890- -/ OTHER OBJECTS INSTRUCTIO		CF	600I00030218	23611	717.67
PROFESSIONAL MEDICAL STAFFING/ 3579							
	19-00283	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CF	2-922	23612	362.50
PRUDENTIAL INS. CO. - NJEA/ 2395							
	19-00048	11-000-291-270- -/ OTHER HEALTH BENEFITS		CP	0017844861-DEC 2018	23613	399.58
PSE & G/ 1141							
	19-00057	11-000-262-622- -/ OPER ENERGY - ELECTRICIT		CP	OPER ENERGY - ELECTRICIT	23614	2,000.00
		11-000-262-621- -/ OPER ENERGY - GAS		CP	OPER ENERGY - GAS	23614	150.00
				Total for PSE & G/ 1141			$2,150.00
REALTY LANDSCAPING CORPORATION/ 3517							

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

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11/14/2018

for Batches 50,51 and Check Date is 11/15/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00217	11-000-262-420- -/ OPER CONTRACT SERVICES		CF	53664	23615	185.00
		11-000-262-420- -/ OPER CONTRACT SERVICES		CP	53665	23615	175.00
		11-000-262-420- -/ OPER CONTRACT SERVICES		CP	53666	23615	650.00
	19-00070	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	NOVEMBER 2018	23615	1,593.00
				Total for REALTY LANDSCAPING CORPORATION/ 3517			$2,603.00
RNB DESIGN, LLC/ 3463							
	19-00269	11-190-100-340- -/ PURCHASED TECH SVC		CF	8604	23616	587.35
	19-00052	11-190-100-340- -/ PURCHASED TECH SVC		CP	NOV 18-HOSTING	23616	150.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	NOV 18-MAINT	23616	150.00
				Total for RNB DESIGN, LLC/ 3463			$887.35
SCHOOL SPECIALTY INC/ 1752							
	19-00215	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	208121938851	23617	54.56
	19-00247	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	308103217532	23617	208.24
				Total for SCHOOL SPECIALTY INC/ 1752			$262.80
SPORTTIME/ 1095							
	19-00216	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	308103216668	23618	191.60
STATE OF NJ HEALTH BENEFITS PR/ 2394							
	19-00130	11-000-291-270- -/ OTHER HEALTH BENEFITS		HP	NOV 2018 HEALTH	112018	63,084.81
		11-000-291-270- -/ OTHER HEALTH BENEFITS		HP	NOV 2018 RX	112018	18,321.41
				Total for STATE OF NJ HEALTH BENEFITS PR/ 2394			$81,406.22
SYSTEMS 3000/ 1001							
	19-00237	11-000-252-340- -/ AIT PUR TECH SERV		CF	221-112544	23619	3,428.00
TREASURER, STATE OF NJ DEPT ED/ 3086							
	19-00258	20-231-200-200- -/ TITLE I EMPLOYEE BENEFIT		CF	17/18	23620	4,777.23
U.S. GAMES/ 2144							
	19-00234	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	903445113	23621	509.74
VERIZON/ 1139							
	19-00058	11-190-100-500- -/ OTHER PURCHASED SVC		CP	10/28/18	23622	144.63
W.B. MASON CO. INC./ 2842							
	19-00277	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	I60143359	23623	749.70
WASHINGTON TWP. BOARD OF EDUCATION/ 3510							

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

Beverly City Board of Education

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is 11/15/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00255	11-000-100-561- -/ TUITION-LEA REGULAR		CP	SEPT 2018-	23624	1,854.11
WASTE MANAGEMENT OF NJ/ 1169							
	19-00053	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	2828461-0502-5	23625	643.69
WESTERN PEST SERVICES/ 2521							
	19-00120	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	OCTOBER 18-4853281B	23626	198.50
XEROX CORPORATION/ 3443							
	19-00127	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	094898128	23627	447.68
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	OCT BASE	23627	138.24
				Total for XEROX CORPORATION/ 3443			$585.92
XTEL COMMUNICATIONS/ 2813							
	19-00056	11-190-100-500- -/ OTHER PURCHASED SVC		CP	40852397-10/15/18	23628	2,483.08
Y.A.L.E. SCHOOL INC./ 1979							
	19-00199	20-250-100-500- -/ IDEA TUITION		CP	CN/NOV18 004-A.S.	23629	9,089.60
					Total for Posted Checks		$270,416.53

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

Beverly City Board of Education

Bills And Claims Report By Vendor Name

va_bill5.102317
11/14/2018

for Batches 50,51 and Check Date is 11/15/2018

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Run on 11/12/2018 at 02:43:00 PM

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	$153,753.86		$81,406.22		$235,160.08
20	20	$13,866.83				$13,866.83
60	60	$21,389.62				$21,389.62
GRAND	TOTAL	$189,010.31	$0.00	$81,406.22	$0.00	$270,416.53

Chairman Finance Committee _____

Member Finance Committee _____

Payroll to Budget Transfer Report 9F

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	910152018	10/15/2018	1,671.16	ATTEND SVCS- CLER SAL
11-000-213-104- -	910152018	10/15/2018	3,399.70	HEALTH SVC SALARIES
11-000-213-105- -	910152018	10/15/2018	474.49	HEALTH SVCS- CLER SAL
11-000-216-100- -	910152018	10/15/2018	3,055.45	SPEECH TEACHER SALARY
11-000-218-105- -	910152018	10/15/2018	959.45	GUID SECY/CLER SALARIES
11-000-219-104- -	910152018	10/15/2018	8,523.31	CST SALARIES
11-000-219-105- -	910152018	10/15/2018	948.97	CST SECY/CLER SALARIES
11-000-221-102- -	910152018	10/15/2018	8,936.35	CURR/INSTR SALARIES
11-000-221-104- -	910152018	10/15/2018	472.13	CURR/INSTR PROF SALARIES
11-000-221-105- -	910152018	10/15/2018	172.70	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	910152018	10/15/2018	343.37	CI OTHER SALARIES
11-000-230-100- -	910152018	10/15/2018	4,967.71	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	910152018	10/15/2018	181.29	TREASURER SALARIES
11-000-230-105- -	910152018	10/15/2018	905.36	GENERAL ADMIN- CLER SAL
11-000-240-105- -	910152018	10/15/2018	1,078.06	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	910152018	10/15/2018	4,027.62	BUSINESS ADMIN SALARIES
11-000-251-105- -	910152018	10/15/2018	916.62	BUS ADMIN/SECY SALARIES
11-000-262-110- -	910152018	10/15/2018	3,496.06	OPER/CUST SALARIES
11-000-262-110-OT -	910152018	10/15/2018	1,545.40	OPER/CUSTODIAL OT
11-000-270-161- -	910152018	10/15/2018	1,290.52	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	910152018	10/15/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	910152018	10/15/2018	7,237.47	KNDG TEACHER SALARIES
11-110-100-101-01 -	910152018	10/15/2018	50.00	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	910152018	10/15/2018	28,857.17	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	910152018	10/15/2018	920.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	910152018	10/15/2018	14,648.51	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	910152018	10/15/2018	815.00	GRADES 6-8 - SUBSTITUTES
11-190-100-106- -	910152018	10/15/2018	10,382.22	OTHER SALARIES-INSTR
11-204-100-101- -	910152018	10/15/2018	8,133.30	LLD TEACHER SALARIES
11-204-100-101-01 -	910152018	10/15/2018	595.00	LLD-SUBSTITUTES
11-204-100-106- -	910152018	10/15/2018	3,947.86	LLD PARA SALARY
11-213-100-101- -	910152018	10/15/2018	9,173.35	RR TEACHER SALARIES
11-213-100-101-01 -	910152018	10/15/2018	285.00	RESOURCE RM- SUBSTITUTES
11-230-100-101- -	910152018	10/15/2018	4,090.78	BSC SKILLS TEACHER SALAR
11-240-100-101- -	910152018	10/15/2018	2,828.70	BILINGUAL TEACHER SALARI
20-218-100-101- -	910152018	10/15/2018	9,413.75	PSEA TEACHER SAL
20-231-100-101- -	910152018	10/15/2018	7,523.37	TITLE I TEACHER SALARIES
20-280-100-100- -	910152018	10/15/2018	2,640.00	T-4 SALARIES
Total # of Payments 38.00		**Total Check Amount**	159,837.72	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	910302018	10/30/2018	1,671.16	ATTEND SVCS- CLER SAL
11-000-213-104- -	910302018	10/30/2018	3,399.70	HEALTH SVC SALARIES
11-000-213-105- -	910302018	10/30/2018	474.49	HEALTH SVCS- CLER SAL
11-000-216-100- -	910302018	10/30/2018	3,055.45	SPEECH TEACHER SALARY
11-000-218-105- -	910302018	10/30/2018	959.45	GUID SECY/CLER SALARIES
11-000-219-104- -	910302018	10/30/2018	8,523.31	CST SALARIES
11-000-219-105- -	910302018	10/30/2018	948.97	CST SECY/CLER SALARIES
11-000-221-102- -	910302018	10/30/2018	8,936.35	CURR/INSTR SALARIES
11-000-221-104- -	910302018	10/30/2018	472.13	CURR/INSTR PROF SALARIES
11-000-221-105- -	910302018	10/30/2018	172.70	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	910302018	10/30/2018	343.37	CI OTHER SALARIES
11-000-230-100- -	910302018	10/30/2018	4,967.71	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	910302018	10/30/2018	181.29	TREASURER SALARIES
11-000-230-105- -	910302018	10/30/2018	905.36	GENERAL ADMIN- CLER SAL
11-000-240-105- -	910302018	10/30/2018	1,078.06	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	910302018	10/30/2018	4,027.62	BUSINESS ADMIN SALARIES
11-000-251-105- -	910302018	10/30/2018	916.62	BUS ADMIN/SECY SALARIES
11-000-262-110- -	910302018	10/30/2018	3,522.92	OPER/CUST SALARIES
11-000-262-110-OT -	910302018	10/30/2018	1,609.15	OPER/CUSTODIAL OT
11-000-270-161- -	910302018	10/30/2018	1,560.52	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	910302018	10/30/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	910302018	10/30/2018	7,237.47	KNDG TEACHER SALARIES
11-110-100-101-01 -	910302018	10/30/2018	380.00	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	910302018	10/30/2018	28,857.17	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	910302018	10/30/2018	95.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	910302018	10/30/2018	14,648.51	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	910302018	10/30/2018	190.00	GRADES 6-8 - SUBSTITUTES
11-190-100-106- -	910302018	10/30/2018	9,962.49	OTHER SALARIES-INSTR
11-204-100-101- -	910302018	10/30/2018	7,633.30	LLD TEACHER SALARIES
11-204-100-101-01 -	910302018	10/30/2018	930.00	LLD-SUBSTITUTES
11-204-100-106- -	910302018	10/30/2018	3,509.60	LLD PARA SALARY
11-213-100-101- -	910302018	10/30/2018	9,173.35	RR TEACHER SALARIES
11-230-100-101- -	910302018	10/30/2018	4,090.78	BSC SKILLS TEACHER SALAR
11-230-100-101-01 -	910302018	10/30/2018	95.00	BSI- SUBSTITUTES
11-240-100-101- -	910302018	10/30/2018	2,828.70	BILINGUAL TEACHER SALARI
20-218-100-101- -	910302018	10/30/2018	9,413.75	PSEA TEACHER SAL
20-231-100-101- -	910302018	10/30/2018	7,523.37	TITLE I TEACHER SALARIES
20-280-100-100- -	910302018	10/30/2018	2,640.00	T-4 SALARIES
Total # of Payments 38.00		**Total Check Amount**	157,865.34	

District Fingerprint Approved Subs by Names and District

11A

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
Abdur-Rahim	Mecca	Edgewater Park	09/18/2023	Edgewater Park 8/28/2018
Anderson	Catherine	Riverton	Never	11/28/2017
Atkinson	Kristin	Delanco	8/17/2022	9/13/2017
Baiada	Kimberly	Delanco	8/30/2023	6/13/2018
Barber	Cynthia	Edgewater Park	11/16/2022	Edgewater Park 9/25/18
Belford	Tyrone	Pending Beverly, Delanco, Edgewater Park,	Never	10/10/2018
BOYLE	KRISTINE	Delanco	9/28/2021	2/8/2017
BROWN	LAURA	Beverly, Delanco, Edgewater Park, Riverton	Never	2/8/2017
Brown	Tatyana	Edgewater Park	3/27/2023	Edgewater Park 3/27/2018
Callahan	Eugene Jr.	Delanco, Edgewater Park	8/8/2022	Edgewater Park 8/22/17
CASTELLI	JAMES	Beverly, Delanco, Edgewater Park	Never	2/8/2017
Chandler	Maurese	Beverly, Delanco ,Edgewater Park, Riverton	08/24/2023	Edgewater Park 06/27/2018
CHANG	CHRISTINA	Delanco	10/14/2021	2/8/2017

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
COLLAZO	RENEE	Beverly, Riverton	1/15/2021	2/8/2017
COLLINS	BARBARA	Beverly, Delanco	1/2/2020	2/8/2017
COOPER HARRIS	JOAN	Beverly, Edgewater Park	Never	2/8/2017
Coriolan-Bastien	Marjorie	Edgewater Park	07/06/2023	Edgewater Park 06/27/2018
David	Shavone	Edgewater Park	12/06/2018	Edgewater Park 09/25/2018
DEATORE	KIMBERLY	Beverly, Delanco, Edgewater Park, Riverton	5/12/2022	Edgewater Park 3/28/2017
DECHNIK	SUSAN	Riverton	Never	2/8/2017
DEY	PRATIBHA	Delanco, Edgewater Park	8/1/2021	2/8/2017
Drake	Kim	Beverly, Delanco, Edgewater Park, Riverton	06/28/2023	Edgewater Park 06/27/2018
DYCH	JAMES	Beverly, Delanco, Edgewater Park, Riverton	10/17/2021	2/8/2017
EKELBURG	KIMBERLY	Delanco, Edgewater Park	11/20/2019	Edgewater Park 5/30/2017
FUSCO	SALLY	Delanco, Edgewater Park	3/6/2020	2/8/2017
Grimes	Alicia	Edgewater Park	07/26/2023	Edgewater Park 06/27/2018
GRIMES	JOANNE	Delanco, Edgewater Park	6/25/2019	2/8/2017

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
HARRIS	KEN	Delanco, Edgewater Park, Riverton	3/24/2020	2/8/2017
HAWTHORNE	FELICIA	Beverly, Delanco ,Edgewater Park, Riverton	4/20/2021	2/8/2017
HEALY	REBECCA	Beverly, Delanco, Edgewater Park	06/16/2022	6/14/2017
HILL	EDNA	Beverly,Delanco, Edgewater Park	4/1/2020	2/8/2017
Jackson	Heather	Beverly, Delanco, Edgewater Park,Riverton	Never	Edgewater Park 9/26/27
JACKSON	JOANNA	Beverly, Delanco, Edgewater Park	8/10/2021	2/8/2017
JACKSON	TROY	Delanco, Edgewater Park	EXPIRED Renewal Nee	2/8/2017
JACOBSEN	JUDY	Riverton	Never	2/8/2017
JIAMPETTI	GARY	NONE (Grandfathered in Edgewater Park)	Never	2/8/2017
JOHNSON	DAVID	Beverly, Delanco, Edgewater Park	Never	2/8/2017
Jones	Shirley	Edgewater Park	09/09/2023	Edgewater Park 08/28/2018
KAMINSKI	LEE ANN	Beverly, Delanco, Edgewater Park, Riverton	Never	Edgewater Park 5/2/2017
LEBON	CARLA	Edgewater Park	Never	2/8/2017
LIPPINCOTT	MARILYN	NONE (Grandfathered in Riverton ONLY)	Never	2/8/2017

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
Mack	Jeffrey	Riverton	Never	Riverton 9/25/2018
Marcus	Larry	Delanco, Edgewater Park, Riverton	04/14/2019	10/11/17
MC BREATY	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
Meyers	Jeffrey	Edgewater Park, Riverton	01/08/2023	10/10/2018
Miranda	Daniel	Beverly	2/1/2022	Beverly 2/15/2017
MULHERN	JOHN	Delanco, Edgewater Park, Riverton	10/31/2021	2/8/2017
MURRAY	CRYSTAL	Delanco, Edgewater Park	3/4/2021	2/8/2017
NEMETH	JOHN	Beverly,Delanco, Edgewater Park	Renewing	10/10/2018
NEMETH	KAREN	Beverly, Delanco, Edgewater Park, Riverton	5/2/2021	2/8/2017
NILES	CRISTA	Delanco, Edgewater Park	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

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
PAHL	(MARY) DIANE	Beverly, Delanco, Edgewater Park	2/20/2019	2/8/2017
Perez	Nikole	Beverly, Delanco, Edgewater Park, Riverton	None	9/13/2017
PERICE	LINDA	Beverly, Delanco, Edgewater Park, Riverton	8/18/2021	2/8/2017
Picariello	Taylor	Delanco	04/16/2020	3/14/2018
RIZZO	GREGORY	Beverly, Delanco, Riverton	2/2/2020	2/8/2017
Robinson	Cameron	Edgewater Park,	01/19/2023	Edgewater Park 1/23/18
ROBINSON	RHEALIA(N)	Delanco, Edgewater Park	4/11/2021	2/8/2017
Rosado	Evenly	ALL Districts	12/07/2022	Edgewater Park 11/14/2017
SANDERS	CRAIG	Edgewater Park, Riverton	08/10/2021	2/8/2017
SANDERS	MONICA	Beverly, Delanco, Edgewater Park, Riverton	03/04/2021	2/8/2017
Sanon	Dony	Edgewater Park	04/19/2023	Edgewater Park 4/24/18
SCOTT	GERALD	Beverly, Delanco, Edgewater Park	08/04/2019	2/8/2017
Shields	Walter	Edgewater Park	07/06/2023	Edgewater Park 06/27/2018
SHIVELY	LISA	Beverly, Delanco	05/31/2019	2/8/2017

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
SNOWDEN	PAULINE	Delanco, Edgewater Park	04/30/2023	2/8/2017
SPENCE	DIANE	Beverly, Delanco, Edgewater Park, Riverton	04/08/2019	2/8/2017
STEWART	MARY	Beverly, Delanco, Edgewater Park, Riverton	04/04/2022	Edgewater Park 5/2/2017
TATTI	KATHY	Beverly, Delanco, Edgewater Park	Never	2/8/2017
THORN	RENEE'	Beverly, Delanco, Edgewater Park	07/24/2019	2/8/2017
WENZKE	DONNA	Riverton	Never	2/8/2017
Wick Jr.	James	All Districts	Never	Edgewater Park 4/24/18
WILHELM	BARBARA	Riverton	06/25/2019	2/8/2017
Yancey	Daisy	Edgewater Park	09/05/2023	Edgewater Park 12/14/2017
YANSICK	KATHLEEN	Riverton	08/12/2021	2/8/2017
YOUNG	CHRISTINE	Beverly, Delanco, Edgewater Park, Riverton	08/04/2020	2/8/2017
ZITZLER	MARYELLEN	Grandfathered by Edgewater Park	Never	2/8/2017

Heinemann

DEDICATED TO TEACHERS

40 years

12A

LIVE WEBINARS:
The Reading Strategies Webinar

Presented By Jennifer Serravallo

Register Now

Webinar Dates:

Three, 60-minute webinar sessions from 3:00pm–4:00pm **Eastern Standard Time**.

- Thursday, November 1, 2018
- Tuesday, November 20, 2018
- Wednesday, December 12, 2018

Please note that these webinars are recorded and made available to all participants the following day.

Join Jennifer Serravallo—author of *The Reading Strategies Book*, *The Writing Strategies Book*, and other popular PD resources—in this special live webinar series!

In *The Reading Strategies Book* Jen collects 300 strategies in support of thirteen reading goals with each strategy cross-linked to skills, genres, and reading levels. Ideal for use with reading workshop, Daily 5/CAFE, guided reading, balanced reading, a core reading program, or any other approach.

In this webinar series, participants will learn to match methods to purpose throughout this school year as Jen guides you through assessing individual students' strengths and needs, leading goal setting conversations, and following up on goals with conferring and small groups. During each hour-long session, Jen will share practical and proven classroom strategies, provide video examples, and lead engaging live discussion.

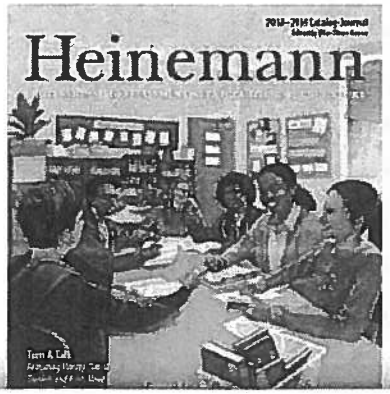
Also consider joining Jen on these same days in her companion Writing Strategies Webinar series from 4:15pm–5:15pm. Enroll for the Writing Strategies Webinar series here.

The following is a description of the learning objectives to be met within each session of this series:

SESSION 1:

- Determining "just right" goals in reading through use of formative assessment

2018-19 Heinemann PD Catalog-Journal



Heinemann

DEDICATED TO TEACHERS

40 years

LIVE WEBINARS:
The Writing Strategies Webinar

Presented By Jennifer Serravallo

Register Now

Webinar Dates:

Three, 60-minute webinar sessions from 4:15pm–5:15pm **Eastern Standard Time**.

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Join Jennifer Serravallo—author of *The Writing Strategies Book*, *The Reading Strategies Book*, and other popular PD resources—in this special live webinar series!

Whether you use Writing Workshop, 6+1 Traits, Daily 5's "Work on Writing," a scripted writing program, the writing exercises in your basal, or any other approach, you'll discover a treasure chest of ways to work with whole classes, small groups, or individual writers in Jen's *The Writing Strategies Book*.

In this webinar series, participants will learn to match methods to purpose throughout this school year as Jen guides you through assessing individual students' strengths and needs, leading goal setting conversations, and following up on goals with conferring and small groups. During each hour-long session, Jen will share practical and proven classroom strategies, provide video examples, and lead engaging live discussion.

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The following is a description of the learning objectives to be met within each session of this series:

SESSION 1:

- Determining "just-right" goals in writing through use of formative assessment

SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, ADD, and Language Processing

Current, Best Practices for Strengthening Your Therapy Effectiveness

A Unique One-Day Seminar

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12B

Education & Research

SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, ADD, and Language Processing

Bureau of Education & Research

SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, ADD, and Language Processing

ASHA CEUs Available

A Unique One-Day Seminar Coming to a Location Near You

Presented by

Suzanne M. Foley, MS, CCC-A

Outstanding Audiologist and National Presenter

What every SLP should know about differentiating between four commonly misunderstood, yet similarly presenting disorders: Audio Processing Disorder (APD), Attention Deficit, Memory Deficits and Language Processing

Highly-practical and **powerful treatment options specific and differentiated to APD and each related disorder**

A wealth of practical speech and language screening methods you can use immediately when you suspect APD or related disorders, and when to refer students for outside evaluation

Receive a detailed therapy resource handbook to support your immediate use of the therapy techniques you'll receive at this seminar

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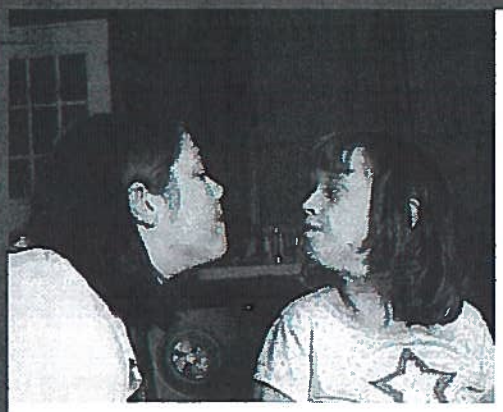

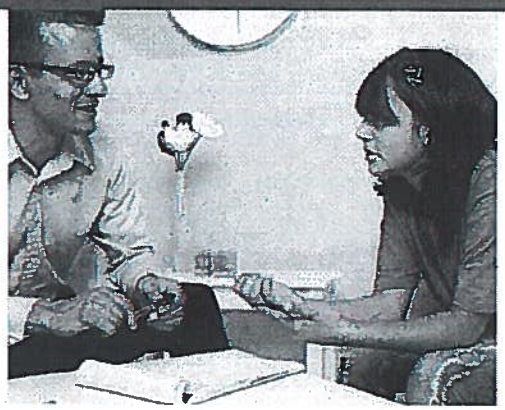

A Unique One-Day Seminar Presented by

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Specifically Designed for School-Based Speech-Language Pathologists Serving Pre-K Through Grade 12 Students

What every SLP should know about differentiating between four commonly misunderstood, yet similarly presenting disorders: Auditory Processing Disorder (APD), Attention Deficit, Memory Deficits, and Language Processing

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Illinois

Champaign – January 11

Chicago – January 10
(Elk Grove Village)

New Jersey

Cherry Hill – January 9

New Brunswick – January 8
(Piscataway)

ASHA CEUs and Graduate Credits Available
see page 6 for details

'I really enjoyed this seminar and learned so much! Thank you, Suzanne!'

– KAREN ROGERS, SLP

Ten Key Benefits of Attending

"Amazing content! Very practical information I can apply in my school."
– DEB FUSEK, SLP

Who Should Attend
School-Based Speech-Language Pathologists Serving Pre-K Through Grade 12 Students

1. **What Every SLP Should Know About Differentiating Between APD and Related Disorders**
   APD and related disorders present similarly, making differential identification a real challenge for SLPs … Learn distinguishing characteristics, behavior analyses, evaluation patterns, and practical ways to discriminate between APD, Attention Deficit, Memory Deficits, and Language Processing
2. **Specific, Powerful Treatment Options for Each Disorder**
   Maximize the effectiveness of your therapy by targeting practical, highly effective and specific interventions … Discover the best treatment approaches you can use specifically with APD and each of the related disorders to best meet students' therapy needs
3. **Improve Your Evaluation of Auditory Memory Deficits**
   Explore the different types of memory deficits and their specific impacts on student learning … Gain a wealth of speech and language assessment tools to help you enhance your assessment of students' memory skills
4. **Highly-Effective Classroom Approaches**
   Learn practical and effective classroom interventions that can improve students' academic success … Explore specific classroom communication, curricular modification and IEP plan ideas
5. **Maximize Treatment Through Technology**
   The best technology options to augment traditional therapy … Discover outstanding computer-based programs, apps, FM systems and other technology tools that can improve treatment outcomes using school and personal technology
6. **Leverage Your Effectiveness by Training School Staff**
   Explore the most effective handouts, tools, interventions, and strategies you can use to train teachers and school staff in order to help students with APD and related disorders make more rapid progress
7. **SLP-Friendly Screening Methods and Referral**
   Receive practical screening methods you can use when you suspect APD or related disorders are present … How to know when to refer students for outside evaluation
8. **Maximize Therapy Outcomes Through Home Programming**
   Receive a wealth of home programming options you can use to improve auditory and language skill development … Explore handouts and suggestions for parent training for each of the disorders
9. **Empower Your Students to Self-Advocate**
   Improve academic outcomes through powerful, easy-to-implement strategies to help your students understand and self-advocate for their own unique needs
10. **Receive an Extensive Resource Handbook**
    Each participant will receive an extensive therapy handbook filled with resources, techniques and therapy strategies presented throughout the seminar to help you enhance therapy effectiveness for APD and related disorders

Outstanding Strategies You Can Use Immediately

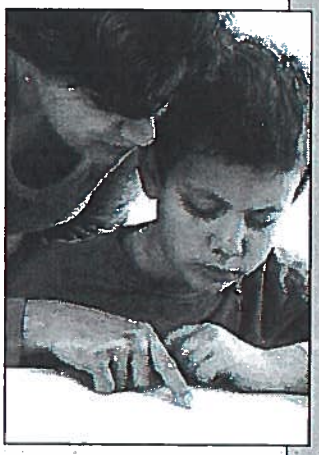
What You Will Learn ...

- **Screen and differentially diagnose** between APD, ADD, language processing, and memory deficits
- **The most effective treatment approaches** for APD and related disorders—both in the therapy room and classroom
- **Current, most pertinent information** SLPs need to know about APD
- **Different types of ADD/ADHD and their impact** on student learning
- **Behaviors that can help differentiate** ADD/ADHD and APD
- The most effective **home-based interventions**
- How best to **help your students through a multi-disciplinary approach**
- Discover the **educational impact of each disorder**
- **The newest, best technology options** for treating APD
- Types of **memory deficits and treatment options** for each
- **How to leverage your effectiveness** by training teachers and school staff on the most effective interventions and strategies they can use to support progress
- Ways SLPs can **improve evaluation, treatment and management outcomes**

"Suzanne is very knowledgeable and shares wonderful, appropriate information to help clinicians in the school setting. Thank you!"

– JUDY SEITZ, SLP

Practical Ideas and Strategies



Auditory Processing Disorder (APD) is a commonly misunderstood disorder. Related disorders such as Attention Deficit (ADD) and Language Processing are commonly confused with auditory processing disorders. Auditory memory also affects students' ability to retain information in the classroom and can present similarly. The challenge speech-language pathologists face is that these disorders result in similar academic and communication difficulties, making them difficult to discriminate. Yet, it is critical that SLPs understand and can discriminate between these disorders so that we can provide our students with the most effective and powerful interventions.

In this seminar, outstanding audiologist and national presenter, **SUZANNE FOLEY** will provide insights and answers to commonly asked questions and misunderstandings regarding APD and its relationship to other disorders such as language processing, auditory memory and attention deficit. The focus will be on the best, most current and practical therapeutic approaches to treat each disorder, including effective classroom and communication strategies.

Topics covered include how to discriminate among these disorders, classroom challenges specific to each deficit, and effective treatment interventions for the therapy room and classroom. **In addition, each participant will receive an extensive resource handbook that includes all of the techniques and therapy strategies discussed in this seminar.**

A Message From Your Seminar Leader, Suzanne M. Foley

Uniquely Qualified Instructor

SUZANNE M. FOLEY is a highly sought-after speaker at numerous state and local conferences and is one of the few audiologists in her home state who specializes in the diagnosis and treatment of Auditory Processing Disorders (APD). She has extensive experience working with speech-language pathologists in the diagnosis and treatment of children with APD and related disorders. Suzanne is the author of *SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, Attention Deficit Disorder, and Language Processing*, the comprehensive resource handbook each participant will receive at the seminar. **Join Suzanne for a day filled with highly-practical and powerful interventions you can use to meet the specific therapy needs of students with APD and related disorders.**

Dear Colleague:

Auditory Processing Disorder (APD) is a commonly misunderstood disorder among school-age children. As an audiologist who specializes in the evaluation and treatment of APD, I have a unique perspective on the disorder and particularly, related disorders that can often present similarly. Many factors can affect a child's ability to listen and learn in the classroom. Because the symptoms of APD are similar to attention deficit, memory deficits and language processing, SLPs often struggle to discriminate between these disorders and provide effective, targeted therapy that will best meet students' specific needs.

Differential diagnosis and the effective treatment of these disorders requires a multi-disciplinary approach. I will provide you with practical ways to differentially identify these disorders using tools currently available to you. I will show you how speech-language pathologists and other team members can work together to discriminate among these disorders in order to provide students with the interventions and supports they need most.

You will leave with an increased understanding of what APD is and how it relates to memory deficit, attention deficit and language processing disorders. We will discuss the best screening, evaluation and therapy intervention options for each disorder. I will provide you with productive and practical approaches you can use immediately to support your students.

Sincerely,

Suzanne M. Foley, M.S., CCC-A

Suzanne M. Foley, MS, CCC-A
Audiologist

P.S. The focus of this seminar will be to equip you with powerful, practical ways you can differentially identify and provide the specific, targeted therapy that your students with APD or related disorders need most.

'Because the symptoms of APD are similar to attention deficit, memory deficits and language processing, SLPs often struggle to discriminate between these disorders and provide effective, targeted therapy that will best meet students' specific needs.'

What Your Colleagues Say About Suzanne Foley

*"Suzanne taught **many useful techniques I can use right away**! The information she presented helps me better understand APD and the other disorders, as well as their differences."*

Teresa Bitter-Smith, SLP

*"Suzanne's seminar is **very organized with a terrific handbook**. Her presentation is clear and engaging. I look forward to applying the techniques shared today."*

Teresa Lawn, SLP

*"Suzanne's presentation was **extremely helpful and filled with USEABLE and applicable information**. The materials provided are much appreciated. I feel like I can utilize the handbook immediately and not have to re-invent the wheel."*

Raelene Meneses, SLP

*"Suzanne provides many resources! **I especially benefited from discussing a case study.**"*

Regina A. Luster, SLP

*"This seminar is **very helpful in clarifying terms and diagnostic process**. Thank you!"*

Amy Vaughan, OTR/L, BCP

*"Thank you for a wonderful seminar. **Suzanne makes this challenging material accessible** and provides so much practical knowledge."*

Becky Johnson, SLP

*"**Suzanne Foley has volumes of knowledge and experience** working with students diagnosed with Auditory Processing Disorders. Her **up-to-date, functional information** is a great benefit to me and my students."*

Leah Smith, SLP

Special Benefits of Attending

Extensive Resource Handbook
Each participant will receive an extensive resource handbook specifically designed for this seminar.

Meet and Share
Take advantage of this excellent opportunity to meet and share therapy ideas with other speech-language pathologists.

Meet Inservice Requirements / Earn State CEUs
Participants will receive a certificate of participation that may be used to verify continuing education hours.

CEUs Available:
Illinois
5 IL PD Clock Hours Available

New Jersey
NJ Professional Development Hours Available with Prior District Approval; PA CPE Hours Verification Available with Prior District Approval in Cherry Hill

ASHA CEUs Available

APPROVED PROVIDER
ASHA CONTINUING EDUCATION
AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

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 Suzanne M. Foley:
Financial: Consultant for the Bureau of Education & Research and receives honorarium compensation.
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.

Earn One to Four Graduate Semester Credits

BRANDMAN University
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.

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.

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 Training
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-2122**) 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.

SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, ADD, and Language Processing

Registration (XYU9W1)

- ☐ 1. **Champaign, IL** – January 11, 2019
- ☐ 2. **Cherry Hill, NJ** – January 9, 2019
- ☐ 3. **Chicago** (Elk Grove Village), **IL** – January 10, 2019
- ☐ 4. **New Brunswick** (Piscataway), **NJ** – January 8, 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: EXYU9W1

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:

- Champaign: Hilton Garden Inn, (217) 352-9970
- Cherry Hill: Holiday Inn, (856) 663-5300
- Chicago: Holiday Inn – Elk Grove Village, (847) 437-6010
- New Brunswick: Radisson – Piscataway, (732) 980-0400

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.

Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at **www.ber.org**. The Bureau is North America's leading presenter of seminar training for professional educators. Programs are based on sound research, are highly practical in content and consistently receive excellent evaluations.

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-2122)**.

XYU9W1

[See POLICY ALERT No. 214]

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board members;

2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.
N.J.S.A. 10:4-6 et seq.

Adopted:

[See POLICY ALERT Nos. 164 and 214]

3437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. **A** ~~Any~~ permanent or full-time **temporary** officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, **as a member of the organized militia,** to a leave of absence **from his or her respective duties** without loss of pay or time on all days **during** ~~in~~ which ~~he/she~~ **he or she shall be** ~~is~~ engaged in any period of State or Federal active duty~~.~~**; provided, however, that t**~~T~~he leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment for** less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.~~

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, **as a member of a reserve component of the Armed Forces of the United States,** to a leave of absence **from his or her respective duty** without loss of pay or time on

all work days ~~he/she~~ **on which he or she** shall be engaged in any period of **Federal** active duty, provided, **however, that** such leave of absence shall not exceed thirty work days in any calendar year. **Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment for** less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.~~

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

[Optional

The military leave requirements in this Policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.]

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1~~;~~
N.J.A.C. 5A:2-2.1
Uniformed Services Employment and R~~r~~eemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted:

[See POLICY ALERT Nos. 164 and 214]

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A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, **as a member of the organized militia,** to a leave of absence **from his or her respective duties** without loss of pay or time on all days **during** ~~in~~ which ~~he/she~~ **he or she shall be** ~~is~~ engaged in any period of State or Federal active duty~~.~~**; provided, however, that** ~~t~~The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment for** less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time.~~

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The military leave requirements in this Policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.**]**

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1~~;~~
N.J.A.C. 5A:2-2.1
Uniformed Services Employment and **R**~~r~~eemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted:

[See POLICY ALERT No. 214]

5516.01 STUDENT TRACKING DEVICES

The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a global positioning system (GPS) or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or an Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit's location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time or through taping electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or an audio and/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have voice communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district's legal obligation to maintain confidential student information in accordance with Federal and State law and regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communications or taping is not permitted.

A violation of the provisions of this Policy will result in a violation of the Student Code of Conduct Policy and appropriate discipline will be imposed.

Adopted:

[See POLICY ALERT No. 214]

7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 6A:26-12.4

Adopted:

POLICY GUIDE

[See POLICY ALERT Nos. 96 and 214]

7440 **SCHOOL DISTRICT** SECURITY ~~OF SCHOOL PREMISES~~

The Board of Education believes ~~that~~ the buildings and facilities of ~~this~~ **the school** district represent a substantial community investment. The Board directs the development and implementation of a plan for **school** district security to protect ~~that~~ **the school community's** investment **in the school buildings and facilities**.

The **school** district security program will include: ~~the~~ maintenance of facilities **that are** secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and **compliance** ~~the observation~~ **with** ~~of~~ safe practices in the use of electrical, plumbing, ~~and~~ heating, **and other school building** equipment. The Board directs close cooperation of district officials with ~~local~~ law enforcement, ~~officers, fire fighters, the sheriff's office, and insurance company inspectors~~ **fire officials, and other emergency agencies**.

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

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

Building records and funds shall be kept in a safe place and **secured** ~~under lock and key~~ as appropriate and necessary.

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

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted:

POLICY GUIDE

[See POLICY ALERT Nos. 177 and 214]

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record~~,~~ **and if so** ~~in which~~ it will be subject to the Board of Education policy and regulation~~s~~ regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding~~, and the district declares such use to be a legitimate educational interest~~.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The **Board of Education shall post signage** ~~following statement shall be posted~~ in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used~~:~~.

~~The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.~~

In addition to posting, the district shall notify school staff members, parent(s) ~~or legal guardian(s)~~, and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

Adopted:

POLICY GUIDE

[See POLICY ALERT Nos. 202 and 214]

[For School Districts that Implement a Breakfast Offer Versus Serve Program]

8507 BREAKFAST OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- Fruit ~~or vegetable or juice~~ **(including optional vegetable)**~~;~~
- ~~Milk; and~~ **Grains (including optional meat/meat alternate)**
- ~~Grains (including optional meat/meat alternate).~~ **Milk**

Students are allowed to decline one of the four food items offered, **but must select at least a half cup of either fruit or half cup of vegetable or half cup of a fruit/vegetable combination**.

After taking the half cup fruit or half cup of vegetable or half cup of a fruit/vegetable combination, students must select at least two additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.

[Select One Option

____ Breakfast OVS will be implemented at the following schools: (List all schools in the district that will implement a Breakfast OVS Policy)

_____ _____

_____ _____

_____ _____

_____ _____

____ Breakfast OVS will be implemented in all schools in the district.]

Adopted:

[See POLICY MEMO No. 67]
[See POLICY ALERT Nos. 164, 205, 209 and 214]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

"Employer" for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the "employer" for school district employed school bus drivers and bus aides shall be the Board of Education and the "employer" for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1**(c)** ~~et seq.~~ and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered **by the employer** to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with ~~the~~ **their employer** ~~Board of Education~~ that the individual has completed the training program within

five business days of its completion. The **employer** ~~Board~~ shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. **6A:27-11.1 et seq.** ~~6A:27-11.2(b) and (c)~~.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of $500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:25-2; **18A:39-17; 18A:39-18; 18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;** 18A:39-28
N.J.S.A. 39:3B-25
N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

[See POLICY ALERT No. 214]

9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, "electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, "electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, "information processing system" means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student's progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district's acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must

be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted:

[See POLICY ALERT Nos. 116, 167, 172, 191, 209 and 215]

1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION ~~AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT~~ PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in **school** district employment practices and shall systematically monitor **school** district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees. **In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.**

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

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The Board shall ensure equal pay for equal work among members of the **school** district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.S.A. 10:5-4
N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:

[See POLICY ALERT Nos. 102, 120, 139, 157, 164, 168, 196, 198, 208 and 215]

2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of ~~a program of~~ athletic competition ~~for both boys and girls~~ as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. ~~Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.~~

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, ~~and/or~~ intramural athletic programs within a school or among schools in the district,

~~**[Required for school districts with a cheerleading program**~~

~~—~~ and any cheerleading program or activity in the school district.~~]~~

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

~~**[For School Districts with High School Students and NJSIAA Athletics**~~

~~1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.]~~

~~**[Home School Options for High School Students and NJSIAA Athletics**~~

~~____ Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.~~

~~____ Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]~~

[Options for School Districts with Elementary and Middle School Students

2. ____ A student in grades _____ through _____ is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding _____ **(semester, marking period, or other)**.

____ A student in grades _____ through _____ is eligible for participation in school district sponsored programs of athletic competition if he/she _____
_____
_____
_____
_____.

____ Home schooled children in grades ____ through ____ are (___ eligible ___ not eligible) to participate in school district sponsored programs of athletic competition of this district.]

[Options for All Students

3. ___ A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed _____ school days in the (____ school year ____ marking period ____ semester ____ other _____) prior to the student commencing participation in school district sponsored programs of athletic competition.

___ A student who is absent (____ with an excused absence ____ with an unexcused absence) for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

___ A student who is serving an (____ in-school ____ out-of-school ____ in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]

[Optional

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.]

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad

~~**[Required for school districts with a cheerleading program**~~

_____ and any cheerleading program or activity.~~]~~

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care **pursuant to N.J.A.C. 6A:16-1.3**. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

~~**[For School Districts with High School Students and NJSIAA Athletics**~~

~~The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events.]~~

~~**[District may choose one of the following options if above is included:**~~

~~and **may** shall inform the Board of changes in that schedule.~~

~~and shall request Board approval of any changes in the schedule.]~~

N.J.S.A. 2C:21-11
N.J.S.A. 18A:11-3 et seq.; **18A:40-41; 18A:40-41.10**
N.J.A.C. 6A:7-1.7**(d)**; 6A:16-1.34; 6A:16-2.1 et seq.

Adopted:

POLICY GUIDE

[See POLICY ALERT No. 215]

[Required for School Districts with any of the Grades 9-12]

2431.8 VARSITY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

In accordance with the provisions of N.J.S.A. 18A:42-7, a school district that includes any of the grades nine through twelve shall adopt a policy to provide a student enrolled in those grades who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the school district may be eligible to earn a varsity letter awarded by the school district.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the school-sponsored, interscholastic extracurricular activities that include competitions in which students compete against other students enrolled in schools outside of the school district. The criteria for a student to earn a varsity letter in the school-sponsored, interscholastic extracurricular activity shall be approved by the Superintendent or designee.

Nothing in N.J.S.A. 18A:42-7 or this Policy shall be construed to require the school district to award varsity letters or to establish any school-sponsored, interscholastic extracurricular activity.

N.J.S.A. 18A:42-7

Adopted:

[See POLICY ALERT Nos. 81, 193, 209 and 215]

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among **students** ~~children and adolescents~~. ~~A~~ Sstudents under severe stress cannot benefit fully from the educational program and may pose a threat to **themselves** ~~himself or herself~~ or others.

The Board directs all school **district staff members** ~~personnel~~ to be alert to a ~~the~~ student who exhibits ~~behavioral~~ warning signs of ~~potential~~ self-destruction or who threatens or attempts suicide. Any such **warning** signs or the report of such **warning** signs from another student or staff member **shall** ~~should~~ be taken with the utmost seriousness and reported immediately to the ~~Building~~ Principal **or designee**~~, who shall notify the student's parent and other professional staff members in accordance with administrative regulations~~.

The Principal or designee shall immediately contact the parent(s) of the ~~A potentially suicidal~~ student **exhibiting warning signs of suicide to inform the parent(s) the student will** ~~shall~~ be referred to the Child Study Team **or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain** ~~for appropriate evaluation and/or recommendation for independent~~ medical or psychiatric services **for the student**. In the event ~~that~~ the parent objects to the **recommendation** ~~recommended evaluation~~ or indicates an unwillingness to cooperate in the best interests of the student, the ~~Child Study Team~~ **Principal or designee will** ~~may~~ contact the **New Jersey** Department of Children and Families, Division of Child Protection and Permanency to request ~~that agency's~~ intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

~~[Optional~~

~~The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades _____ through _____ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.]~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with **training and** experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate **guidelines to assist school district** ~~regulations for the guidance of~~ staff members in recognizing the **warning signs of a** student who **may be** ~~contemplates~~ **contemplating** suicide, **to respond to a threat** ~~in responding to threatened~~ or attempted suicide, and **to prevent** ~~in preventing~~ contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.S.A. 30:9A-23; 30:9A-24
N.J.A.C. 6A:9C-3 et seq.

Adopted:

[See POLICY ALERT Nos. 98, 158, 170, 188, 199 and 215]

5533 STUDENT SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by ~~the~~ young **people** may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, ~~including the use of smokeless tobacco and snuff,~~ or the inhaling or exhaling of smoke or vapor from an electronic smoking device **pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.**

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, ~~or~~ pipe, **or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.**

For the purpose of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands **and night field lights**; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings **or** ~~and~~ on ~~any~~ school grounds, at **school-sponsored** events ~~sponsored by the Board~~ away from school, **or** ~~and~~ on **a school bus** ~~any transportation vehicle supplied by the Board~~.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

[Optional – Prohibited Items and Controlled Dangerous Substances

___ **If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.**

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply

with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.]

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A s~~S~~tudent~~s~~ who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

[Optional

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.]

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4
N.J.S.A. 2C:35-2
N.J.S.A. 18A:40A-1
N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-~~1.3~~4.3
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:

[See POLICY ALERT Nos. 175 and 215]

5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education recognizes ~~that~~ a student's abuse of harmful substances seriously impedes ~~that~~ a student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all students and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the student's active participation. A PBASD may be used in certain circumstances as defined in this Policy and as determined by the ~~Building~~ Principal or designee or the staff member(s) in charge of a school-related or school-sponsored event or activity. The purpose for using a PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events and to deter the use of alcohol by students.

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the ~~Building~~ Principal or designee has reason to believe the use of alcohol by students may be present. When it is determined a PBASD will be used, **a random number sequence will be selected by the Principal or designee prior to the event to determine which students in line for entrance will be screened. For example, if the number five is selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative, the Principal or designee may determine to screen every student in line for entrance into the activity/event.**

Written notice indicating the use of a PBASD will be displayed at the point of sale of a ticket for the activity/event or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entry into an activity/event or upon the entry of a student into an activity/event that does

not require the purchase of a ticket, a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy. ~~every student or student participating in such event will be screened~~.

~~**[Optional**~~

~~or the Building Principal or designee may determine to have students screened on a random basis (i.e. every fourth student entering an event).]~~

If the PBASD screening indicates the presence of alcohol on a student, **additional** ~~a second~~ **PBASD** screenings will be conducted. If **additional PBASD** ~~the second~~ screenings ~~indicates~~ **confirm** the presence of alcohol on a student, the matter shall be reported to the ~~Building~~ Principal or designee and the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 - Substance Abuse.

~~In addition, a PBASD may be used to screen a student upon a report to the Building Principal or designee, certified or noncertified school nurse, or the school physician if an educational staff member or other professional believes a student may be currently under the influence of alcohol on school property or at a school function provided an adult student and/or the student's parent/legal guardian consents to such screening. Notwithstanding the results of the PBASD screening under these circumstances, the Building Principal or designee must comply with the reporting, notification, and examination procedures of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.~~

A PBASD will only be used in accordance with the guidelines of this Policy. The ~~Building~~ Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

N.J.S.A. **18A:**40A-12
N.J.A.C. 6A:16-4.1 et seq.

Adopted:

[See POLICY ALERT Nos. 192 and 215]

5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;

3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;

4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's individualized education plan team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

Adopted:

[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180, 203, 208 and 215]

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns ~~to provide~~ for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all

reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates _____ as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

~~Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.~~

N.J.S.A. 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

Adopted:

POLICY GUIDE

[See POLICY ALERT No. 215]

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws. FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-.326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

Micro-Purchases:

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed $3,500 as defined by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

[Choose one or more of the following:

___centralized system;
___individual school;
___multi-school system; and/or
___State contract.]

4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

B. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.

2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:

   a. A general description of items to be purchased;

   b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;

   c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;

   d. The deadline for submission of sealed bids or proposals; and

   e. The address of the location where complete specifications and bid forms may be obtained.

3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.

4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

   a. Contract period;

   b. The Board of Education is responsible for all contracts awarded (statement);

   c. Date, time, and location of IFB/RFP opening;

   d. How the vendor is to be informed of bid acceptance or rejection;

   e. Delivery schedule;

   f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;

   g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;

   h. Statement assuring positive efforts will be made to involve minority and small business;

   i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;

   j. Contract provisions as required in Appendix II to 2 CFR 200;

k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;

n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);

p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);

q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;

r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;

s. Method of shipment or delivery upon contract award;

t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;

u. Description of process for enabling vendors to receive or pick up orders upon contract award;

v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);

w. Signed statement of non-collusion;

x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);

y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and

z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.

a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.

b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.

d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.

e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

C. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.

2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.

3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.

4. The price quotes will receive appropriate confidentiality before award.

5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.

7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.

8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

D. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.

2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.

3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.

4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.

5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than $3,500 to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.

2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)

4. Specifications will be updated as needed.

5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

F. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

G. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.

2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:

a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;

c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;

d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;

e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;

f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;

g. The Buy American provisions are included in the procurement of food and agricultural products; and

h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

H. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

a. Written rationale for the method of procurement;

b. A copy of the original solicitation;

c. The selection of contract type;

d. The bidding and negotiation history and working papers;

e. The basis for contractor selection;

f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;

g. The basis for award cost or price;

h. The terms and conditions of the contract;

i. Any changes to the contract and negotiation history;

j. Billing and payment records;

k. A history of any contractor claims;

l. A history of any contractor breaches; and

m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

I. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

J. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.

3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

POLICY GUIDE

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below $3,500 *	Micro - purchases 2 CFR 200.320(a)	Sound Business Practice *
	SINGLE TRANSACTION AGGREGATE COST LESS THAN $3,500	
* Or LESS than $3,500 if local SFA Procurement Policies are more restrictive		
SMALL PURCHASE PROCEDURES		
$3,501 up to $29,000/$40,000	N.J.S.A. 18A:18A–37 ANY PURCHASE EXCEEDING $3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF $29,000 (without a QPA*) OR $40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
$29,000 or $40,000 and above	N.J.S.A. 18A:18A–37 Bid Threshold without a QPA* - $29,000 Bid Threshold with a QPA* - $40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below $3,500 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than $3,500	Sound Business Practice *
* Or LESS than $3,500 if local SFA Procurement Policies are more restrictive		
$3,501 - $149,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
$150,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

State Agency Form #358 - July 2017

Adopted:

POLICY GUIDE

[See **POLICY ALERT No. 216**]

1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (hiring entity) shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. and as outlined in Policy and Regulation 1613.

An applicant the hiring entity seeks to offer employment to and will fill a position which involves regular contact with students shall be required to provide their employment history pursuant to N.J.S.A. 18A:6-7.7.a.(1). The applicant shall also provide written authorization that consents to and authorizes the disclosure of information regarding the applicant's employment history and the release of related records by the applicant's current or former employer(s) regarding child abuse and/or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(2). The applicant shall also provide a written statement as to whether the applicant has any employment history regarding child abuse or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(3).

A hiring entity shall review an applicant's employment history as required in N.J.S.A. 18A:6-7.7.b. and if the hiring entity determines to continue the applicant's employment application process, the hiring entity shall contact those employers listed by the applicant and request confirmation of the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a.

Upon the hiring entity receiving and reviewing the information disclosed by the applicant's current and/or former employer(s), and finding an affirmative response to any of the inquiries required in N.J.S.A. 18A:7.7.b.(2), and if the hiring entity determines to continue with the applicant's job application process, the hiring entity shall make further inquiries of the applicant's current or former employer(s) to ascertain additional details regarding the information disclosed.

The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.c., a hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated because of any information received or due to the inability to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.d., a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if the applicant is offered employment or commences employment following June 1, 2018 and information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment under N.J.S.A. 18A:6-7.6 et seq. The termination of employment pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review of information received pursuant to N.J.S.A. 18A:6-7.7.b. provided the conditions outlined in N.J.S.A. 18A:6-7.10.b. are satisfied.

All requests for information sent to this school district, charter school, or nonpublic school from a hiring entity regarding a current or former employee in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee. The Superintendent or designee shall review the request for information and confirm the applicant's employment relationship and ensure the written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) prior to the release of information requested and the release of related records in accordance with N.J.S.A. 18A:6-7.6 et seq.

On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.6 et seq. shall be void and unenforceable.

Pursuant to N.J.S.A. 18A:6-7.11, information received by a school district, charter school, or nonpublic school under Policy and Regulation 1613 and N.J.SA. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records. A school district, charter school, or nonpublic school that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false.

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;
18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13
New Jersey Department of Education Guidance and Resources to Assist with Pre-Employment Requirements of P.L. 2018, c.5. - June 25, 2018

Adopted:

[See POLICY ALERT Nos. 163, 179, 180, 181, 182, 183, 188, 193, 194, 200, and 216]

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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S. Approved Private Schools for Students with Disabilities (APSSD)

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. **Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.** Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

   a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

   b. Has the effect of insulting or demeaning any student or group of students; or

   c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);

2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;

3. Student rights; and

4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;

2. Constructively attempt to stop acts of harassment, intimidation, or bullying;

3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and

4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate **remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.** ~~consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.~~

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are **varied and** graded according to the **nature of the behavior; the nature of the student's disability, if any, .and to the extent relevant;** ~~severity of the offenses, consider~~ the developmental age of the student; ~~offenders~~ and the ~~students'~~ **student's** ~~histories~~ **history** of ~~inappropriate~~ **problem behaviors and performance** ~~behaviors~~ consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;

2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental
(Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in "hot spots" (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;

19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal **or designee** will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. **The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.** The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, ~~Students, parents, and visitors may report~~ an act of harassment, intimidation, or bullying **committed by an adult or youth against a student** anonymously. **The Board will not take f**~~F~~ormal **disciplinary** action ~~for violations of the Code of Student Conduct may not be taken solely on the basis of an~~ **based solely on the** anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/**School Climate** Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

   The district Anti-Bullying Coordinator shall:

   a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;

   b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;

   c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;

   d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and

   e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.-

   The school Anti-Bullying Specialist shall:

   a. Chair the School Safety/**School Climate** Team as provided in N.J.S.A. 18A:37-21;

   b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and

   c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/**School Climate** Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/**School Climate** Team shall meet, at a minimum, two times per school year. The School Safety/**School Climate** Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/**School Climate** Team.

   The School Safety/**School Climate** Team shall:

   a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;

b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;

c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;

d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;

e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/**School Climate** Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and

g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/**School Climate** Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

[Option – Principal's Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. **Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.**

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the **written** information about the investigation. **Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents.** The hearing shall be held within ten ~~school~~ **business** days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school

staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.

2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.

4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school

administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs-

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, ~~and the~~ Principal(s), **and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists,** shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, **and any report(s) and/or finding(s) of the School Safety/School Climate Team(s).** ~~with input from the schools' Anti-Bullying Specialists, and~~ **The Superintendent shall** recommend **to the Board necessary** revisions and additions to the Policy **consistent with N.J.S.A. 18A:37-15.c.,** as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. **Approved Private Schools for Students with Disabilities (APSSD)**

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32
N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.
Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education
Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:

17A

BEVERLY CITY SCHOOL DISTRICT

GRADE/TEACHER	STUDENT COUNT
PRE-K	
Ms. Scarperia	13
Ms. Foglio	14
Ms. Spratt	11
KINDERGARTEN	
Ms. Lokan	13
Mrs. Granville	13
Ms. Swal	2
FIRST GRADE	
Ms. Borota	16
Mrs. Vermes	17
Ms. Swal	3
SECOND GRADE	
Mrs. Arruda	15
Ms. Balkovic	14
Ms. Swal	1
THIRD GRADE	
Mrs. McCloskey	23
Ms. McGuckin	3
FOURTH GRADE	
Mrs. Singer	15
Mrs. Genovesi	15
Ms. McGuckin	3
FIFTH GRADE HOMEROOM	
Ms. Best	22
Ms. McGuckin	2
SIXTH GRADE HOMEROOM	
Mrs. Druding	26
SEVENTH GRADE HOMEROOM	
Mr. Leigh	36
EIGHTH GRADE HOMEROOM	
Mr. Dempster	30
TOTAL COUNT	**307**

Attendance Totals for Beverly Elementary School from 11/01/2018 - 11/07/2018
Report 1005 run on 11/07/2018

17B

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	180	170	10	4	36	34	94.444	94.444
02	All	All	30	150	141	9	4	30	28.2	94	94
03	All	All	26	130	123	7	4	26	24.6	94.615	94.615
04	All	All	33	165	156	9	2	33	31.2	94.545	94.545
05	All	All	24	120	110	10	1	24	22	91.667	91.667
06	All	All	26	130	124	6	1	26	24.8	95.385	95.385
07	All	All	36	180	158	22	4	36	31.6	87.778	87.778
08	All	All	30	150	141	9	3	30	28.2	94	94
3F	All	All	17	85	71	14	4	17	14.2	83.529	83.529
4F	All	All	21	98	94	4	2	19.6	18.8	95.918	95.918
KF	All	All	28	139	126	13	7	27.8	25.2	90.647	90.647
TOTAL			**307**	**1,527**	**1,414**	**113**	**36**	305.4	282.8	92.6	92.6

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	180	170	10	4	36	34	94.444	94.444
02	All		30	150	141	9	4	30	28.2	94	94
03	All		26	130	123	7	4	26	24.6	94.615	94.615
04	All		33	165	156	9	2	33	31.2	94.545	94.545
05	All		24	120	110	10	1	24	22	91.667	91.667
06	All		26	130	124	6	1	26	24.8	95.385	95.385
07	All		36	180	158	22	4	36	31.6	87.778	87.778
08	All		30	150	141	9	3	30	28.2	94	94
3F	All		17	85	71	14	4	17	14.2	83.529	83.529
4F	All		21	98	94	4	2	19.6	18.8	95.918	95.918
KF	All		28	139	126	13	7	27.8	25.2	90.647	90.647
TOTAL			**307**	**1,527**	**1,414**	**113**	**36**	305.4	282.8	92.6	92.6

Total Sum of All Schools ADE: 305.4

Total Sum of All Schools ADA: 282.8

17C

Nurse's Monthly Report

Date Range: 10/12/18-11/6/18

Student Visits: 257

Physicals Processed: 5

Health Screenings Performed: 1

Students Requiring Emergency Services (911): 0

Employee Visits: 2

Documented Contagious Illnesses: 9

Child Study Team Referrals Completed: 0

Other:

- Conducted additional training for staff
- Completed successful immunization audit by Burlington County Health Department
- Processed immunization and physical paperwork for new and transfer students
- Secured new medication orders and medications
- Communicated with parents regarding immunization deficiencies and provisional admissions
- Secured additional emergency plans
- Began planning for 2018 holiday season
- Continued attendance interventions
- Collaborated with Burlington County Health Department on communicable disease situation
- Extensive communication with parents/guardians regarding communicable disease
- Disseminated flu clinic information for PreK parents

Thank you!

J. Weller, MSN, RN

Prepared by Jamie Weller, MSN, RN, CSN-NJ
Beverly City School Nurse

17D

Discipline Report by Grade
October 11, 2018
To
November 5,2018

BEVERLY CITY SCHOOL DISTRICT

		Disobedience	Disrespectful		Fighting			Theft /	Drugs	Technology		General Detentions
Grade	Enrollment	Defiance	Profanity	Vandalism	Assault	Threats	Bullying	Stealing	Alcohol	Misuse	Suspension	with Packets
PRE-K	38											
K	28											
1	36											
2	30											
3	26											6
4	33											1
5	24											
6	26		1								1	4
7	36											
8	30								2		2	5
TOTAL	307		1						2		3	16

Suspensions		
Student	Reason	
N.C-K	Exhibiting disrespect toward staff	
A.J.	Bringing and consuming alcohol at school function	
S. K-S	Consuming alcohol	

General Detentions						
Student	Reason	Student	Reason			
Z.L.	Misbehavior	R.R.	Late			
J.O.	Misbehavior	A.M.	Disresepct teacher			
K.C.	Late	A.F.	Disrespect teacher			
S.DeJ	Disrespect peers	N.T.	Disrespect peers			
J.S.	Disrespect peers					
Ja-C	Disrespect teacher					
J.R.	Misbehavior					

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Discipline Report by Grade
October 11, 2018
To
November 5,2018

BEVERLY
CITY SCHOOL DISTRICT

A.S.	Late					
N.T.	Disrespect peers					
M.B.	Disrespect peers					
V.D.	Bystander					
A.A.	Late					

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17E

BEVERLY CITY SCHOOL DISTRICT

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 by the parent of DS that JP smacked DS on the face with a piece of paper.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
It was confirmed that JP tapped DS on the head with a piece of paper, as JP wanted DS to "leave him alone." JP apologized after the incident, and again to DS.

__Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:

_x_ No, this case was determined to be non-HIB related or non-actionable HIB[1]

___ Results of the investigation were inconclusive

Signature of the Superintendent E. Gracibbe Date 10/18/18

Board of Education Meeting Date Nov. 14, 2018

[1]The Non-actionable HIB means a student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.

BEVERLY CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying

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 JC and NT were making fun of ZL due to her weight.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
In a conversation about basketball jerseys, ZL wished for #4. JC pointed out that the smaller numbers correspond to smaller sizes. JC also shared during the conversation that she had to get a larger size, even though it is not the number she wished for. NT looked up unflattering images on her Chromebook, showing other students and comparing the pictures to ZL.

_x_Yes, this was harassment, intimidation, and/or bullying
DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:
NT was found to have committed an act of HIB. NT will serve one day of after school detention, in addition to meeting with the school psychologist for a counseling session.

_x_ No, this case was determined to be non-HIB related or non-actionable HIB[1]
In the case of JC, it was not found to be an act of HIB.

___Results of the investigation were inconclusive

Signature of the Superintendent E Gaudbe Date 11/5/18

Board of Education Meeting Date 11/14/2018

[1]The Non-actionable HIB means a student engaged in behavior that may be considered inappropriate, rude, disrespectful, or unkind, but the behavior does not violate school HIB guidelines.