



**BEVERLY CITY BOARD OF EDUCATION**

**601 Bentley Avenue**

**Beverly, New Jersey 08010**

**[www.beverlycityschool.org](http://www.beverlycityschool.org)**

**REGULAR MEETING**

**Beverly City School**

**6:00 PM**

**November 17, 2022**

**Beverly School Library**

**AGENDA**

**1. CALL TO ORDER**

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

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

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

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



2. Pledge of Allegiance

3. Roll Call

Luis Crespo	_____	Robert Thibault	_____
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. MOTION: BE IT RESOLVED, that the Board of Education approve the regular meeting minutes for October 13, 2022.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

MONTHLY FINANCIALS/CONTRACTS:

9. 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 2022: Balance on hand \$3,329,993.20

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 2022, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to



N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

\_\_\_\_\_  
 School Business Administrator/Board Secretary

\_\_\_\_\_  
 Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of September 2022, 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 2022.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of September 2022.

D. MOTION: To approve the purchase orders in the amount of \$456,102.39 for the month of November 2022.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$603,518.86 for the month of November 2022 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, 2022 in the amount of \$195,581.14 and for the pay period ending October 31, 2022 in the amount of \$194,881.35 in the total amount of \$390,462.49 for the month of October 2022.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



FINANCIALS/CONTRACTS:

10. 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 following 2022-2023 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCSSSD	1	\$55,892.00	10/11/202-6/30/2023	New Placement	\$55,892.00
BCSSSD	7	\$45,759.00	9/1/2022-6/30/2023	1:1 Teacher Assistant	\$320,313.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the Beverly City School HVAC Improvements Project to the New Jersey Department of Education, DOE State Project #05-0380-025-20-3200, for review and Department approval of an "other capital project" with no state funding and amendment of the long range facilities plan to be consistent with the project. Further, the Board authorizes Keystone Engineering Group, to make the submission to the Department of Education on behalf of the district;

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

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

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

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



PERSONNEL:

11. Consent Agenda:

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

A.MOTION: BE IT RESOLVED, that the Board of Education approve Jolene Grabitz, substitute custodian, at the rate of \$18.50 per hour, pending fingerprint approval, effective November 18, 2022.

B.MOTION: BE IT RESOLVED, that the Board of Education approve Justin Lake, substitute custodian, at the rate of \$18.50 per hour, pending fingerprint approval, effective November 18, 2022.

C.MOTION: BE IT RESOLVED, that the Board of Education approve Charles Harmon, substitute custodian, at the rate of \$18.50 per hour, pending fingerprint approval, effective November 18, 2022.

D. MOTION: BE IT RESOLVED, that the Board of Education approve D'Vonte Gandy, substitute custodian, at the rate of \$18.50 per hour, pending fingerprint approval, effective November 18, 2022.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Kimberly Deatore, substitute, retroactive November 1, 2022.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

CURRICULUM & INSTRUCTION:

12. Consent Agenda:

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

A.MOTION:BE IT RESOLVED, that the Board of Education approve the submission of the QSAC monitoring District Performance Review.

B.MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the Annual Preschool Operational Plan.



C. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Catherine Simone, Reading and Writing consultant, to provide high quality reading and writing professional development in the amount of \$5,000.00 using ARP ESSER Accelerated Learning Coach and Educator Support funds.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Nursing Services Plan for the 2022-2023 school year.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

POLICIES:

13. Consent Agenda:

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

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

- Policy 0145 Board Member Resignation and Removal (M) (Revised)
- Policy 0164.6 Remote Public Board Meetings During A Declared Emergency (M) (New)
- Policy 1643 Family Leave (M) (New)
- Policy 3431.1 Family Leave (M) (Abolished)
- Policy 4431.1 Family Leave (M) (Abolished)
- Policy 3431.3 New Jersey Family Leave Insurance Program (Abolished)
- Policy 4431.3 New Jersey Family Leave Insurance Program (Abolished)
- Policy 5330.01 Administration of Medical Cannabis (M) (Revised)
- Policy 7425 Lead Testing of Water in Schools (M) (Revised)
- Policy 7430 School Safety (M) (Abolished)
- Policy 2415 Every Student Succeeds Act (M) (Revised)
- Policy 2415.01 Academic Standards, Academic Assessments, and Accountability (M) (Abolished)
- Policy 2415.02 Title I – Fiscal Responsibilities (M) (Revised)
- Policy 2415.03 Highly Qualified Teachers (M) (Abolished)
- Policy 2415.05 Student Surveys, Analysis, and/or Evaluations (M) (Revised)
- Policy 2415.20 Every Student Succeeds Act Complaints (M) (Revised)
- Policy 4125 Employment of Support Staff Members (M) (Revised)
- Policy 6360 Political Contributions (M) (Revised)
- Policy 8330 Student Records (M) (Revised)
- Policy 9713 Recruitment by Special Interest Groups (M) (Revised)

Policy 1620	Administrative Employment Contracts (M) (Revised)
Policy 2431	Athletic Competition (M) (Revised)
Policy 2451	Adult High School (M) (Revised)
Policy 2464	Gifted and Talented Students (M) (Revised)
Policy 5330.05	Seizure Action Plan (M) (New)
Policy 6440	Cooperative Purchasing (M) (Revised)
Policy 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
Policy 7440	School District Security (M) (Revised)
Policy 7450	Property Inventory (M) (Revised)
Policy 7510	Use of School Facilities (M) (Revised)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
Policy 1648	Restart and Recovery Plan (M) (Revised)
Policy 1648.02	Remote Learning Options for Families (M) (New)
Policy 1648.03	Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)
Policy 1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
Policy 2431.3	Heat Participation Policy for Student-Athlete Safety (M) (Revised)
Policy 2622	Student Assessment (M) (Revised)
Policy 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
Policy 5200	Attendance (M) (Revised)
Policy 5330.04	Administering an Opioid Antidote (M) (Revised)
Policy 5610	Suspension (M) (Revised)
Policy 5620	Expulsion (M) (Revised)
Policy 8320	Personnel Records (M) (Revised)
Policy 1581	Domestic Violence (M) (Revised)
Policy 2422	Health and Physical Education (M) (Revised)
Policy 5330	Administration of Medication (M) (Revised)
Policy 7243	Supervision of Construction (M) (Revised)
Policy 8220	School Day (M) (Revised)
Policy 8462	Reporting Potentially Missing or Abused Children (M) (Revised)
Policy 1642	Earned Sick Leave Law (M) (New)
Policy 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
Policy 3218	Use, Possession, or Distribution of Substances (M) (Revised)
Policy 4218	Use, Possession, or Distribution of Substances (M) (Revised)
Policy 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
Policy 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
Policy 7440	School District Security (M) (Revised)
Policy 8600	Student Transportation (M) (Revised)
Policy 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
Policy 8670	Transportation of Special Needs Students (M) (Revised)



B.MOTION: BE IT RESOLVED, that the Board of Education approve the first reading of the revised HIB policy #5512.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

PROFESSIONAL DEVELOPMENT:

14. MOTION: BE IT RESOLVED, that the Board of Education approve the professional development for Lisa DiPace to attend the Strengthen Your Special Needs Students' Workshop on January 23, 2023 in Cherry Hill, NJ in the total amount of \$279.00.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

15. Old Business –

- BPU Grant

- Modular Building

16. New Business

17. Superintendent's Report:

A. Enrollment Report

B. Attendance Report

C. Nurse's Report

D. Discipline Report:

Total Suspensions: 8





E. Drills

- Table Top Drill – October 27, 2022 – Discuss new building
- Communication Drill – November 9, 2022 – 10:45 AM

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:

A. H.I.B. Case #1

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

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



F. H.I.B. Incidents:

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

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

18. Correspondence

19. Board Comments

20. Public Comments

21. Adjournment

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



BEVERLY CITY BOARD OF EDUCATION  
601 Bentley Avenue  
Beverly, New Jersey 08010  
[www.beverlycityschool.org](http://www.beverlycityschool.org)  
REGULAR MEETING

Beverly City School  
October 13, 2022

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 May 5, 2022. A copy was also submitted to the Beverly Post Office.

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

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

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

2. Richard Wolbert, Board President opened the meeting.

3. Roll Call

Luis Crespo	Absent	Robert Thibault	Present
Barbara Kelly	Present	Richard Wolbert	Present
Donato Marable	Present		

4. Richard Wolbert, Board President opened the meeting.

5. Board Member Comments on the Agenda



There were no Board Member comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. Student Recognition

The District was pleased to announce the following students who demonstrated the character trait of the month, which was kindness:

Melissa Scutt Lauture  
Jaionna Dubell Rollins  
Enzo Dias Nogueira

8. Data Presentation

Mrs. Lawler presented to the Board of Education and the members of the public the NJSLA results from the Spring 2022 administration to the Beverly City students.

9. A motion was made by Barbara Kelly and seconded by Donato Marable to approve the following action item: BE IT RESOLVED, that the Board of Education approve the regular meeting minutes for September 15, 2022.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

MONTHLY FINANCIALS/CONTRACTS:

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

A. MOTION: To accept the financial Report of the Secretary for the month ending August 2022: Balance on hand \$3,073,585.89

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 2022, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

## Brian F. Savage

School Business Administrator/Board Secretary

Date \_\_\_\_\_

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of August 2022, 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 2022.

C. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of August 2022.

D. MOTION: To approve the purchase orders in the amount of \$421,281.11 for the month of October 2022.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$584,146.46 for the month of October 2022 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, 2022 in the amount of \$177,400.17 and for the pay period ending September 30, 2022 in the amount of \$191,654.97 in the total amount of \$369,055.14 for the month of September 2022.

### Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		



**FINANCIALS/CONTRACTS:**

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

A. MOTION: To approve the following 2022-2023 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCAHS	2	\$27,236.00	9/1/2022-6/30/2023		\$54,472.00
GCSSSD	1	\$64,080.00	9/1/2022-6/30/2023		\$64,080.00
GCSSSD	1	\$18.00 per day	9/1/2022-6/30/2023	Out of County Fee	\$3,240.00
Cinnaminson Township	2	\$3,308.42	ESY		\$6,616.84
Cinnaminson Township	1	\$30,384.00	9/1/2022-6/30/2023		\$30,384.00
Cinnaminson Township	1	\$28,217.10	9/1/2022-6/30/2023		\$28,217.10
Cinnaminson Township	1	\$26,282.60	9/1/2022-6/30/2023		\$26,282.60

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Memorandum of Agreement between Education and Law Enforcement Officials.

C. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the following:

- Comprehensive Maintenance Plan (CMP)
- Annual Maintenance Budget Amount Worksheet (M-1)
- Healthy and Safety Evaluation of School Buildings Checklist

D. MOTION: BE IT RESOLVED, that the Board of Education approve the transportation services for out of district student to Bankbridge Regional-South Transportation provided by Delaware City Bus:

2022-2023 school year - \$247.00 per diem – Total: \$44,460.00

Admin Fees 7% = \$3,112.20



Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

PERSONNEL:

12. Consent Agenda:

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

A. MOTION: BE IT RESOLVED, that the Board of Education approve Sarahann Wells, paraprofessional, at the rate of \$19.21 per hour, Step #11, retroactive October 3, 2022 through June 30, 2023.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Susan Johnson, paraprofessional, at the rate of \$19.21 per hour, Step #11, effective October 18, 2022 through June 30, 2023.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Roseline Minhas, paraprofessional, at the rate of \$19.21 per hour, Step #11, effective October 17, 2022 through June 30, 2023.

D. MOTION: BE IT RESOLVED, that the Board of Education approve 1 student for home instruction, 10 hours per week, at the rate of \$40.00 per hour, retroactive, September 21, 2022, plus related services with OT/Speech.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Kathleen Kehlenbeck and Karen Spratt to conduct home instruction for 1 student, hours will be split.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Glenn Dempster and Kathleen Kehlenbeck as Basketball Coach stipend position for the 2022-2023 school year in the amount of \$2,426.00 each.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		



CURRICULUM & INSTRUCTION:

13. Consent Agenda:

A motion was made by Barbara Kelly 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 submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2021-June 30, 2022 with a score of 73/78, which is a 94%.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the submission and approval of the IDEA Consolidated Application:

Basic: \$206,831.00  
 Preschool: \$7,824.00

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

POLICIES:

14. A motion was made by Barbara Kelly and seconded by Donato Marable to open the public hearing on the second reading of the below policies.

The public hearing on the polices for second reading was opened at 6:50 p.m.

There were no comments from the Board of Education or the public.

The public hearing on the policies for second reading was closed at 6:51 p.m.

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.

15. A motion was made by Barbara Kelly and seconded by Robert Thibault to approve the following action items BE IT RESOLVED, that the Board of Education approve the second reading of the following policies:

Policy 3221/Evaluation of Teachers





Policy 3222/Evaluation of Teaching Staff Members, Excluding Teachers and Administrators  
Policy 3223/Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals  
Policy 3224/Evaluation of Principals, Vice Principals, and Assistant Principals  
Policy 6471/School District Travel  
Policy 8561/Procurement Procedures for School Nutrition Programs  
Policy 1648.11/The Road Forward COVID-19 – Health and Safety  
Policy 2422/Comprehensive Health and Physical Education  
Policy 2467/Surrogate Parents and Resource Family Parents  
Policy 5111/Eligibility of Resident/Nonresident Students  
Policy 6115.01/Federal Awards/Funds Internal Controls – Allowability of Costs  
Policy 6115.02/Federal Awards/Funds Internal Controls – Mandatory Disclosures  
Policy 6115.03/Federal Awards/Funds Internal Controls – Conflict of Interest  
Policy 6311/Contracts for Goods or Services Funded by Federal Grants  
Policy 7432/Eye Protection  
Policy 8420/Emergency and Crisis Situations  
Policy 8540/School Nutrition Programs  
Policy 8550/Meal Charges/Outstanding Food Service Bill  
Policy 8600/Student Transportation  
Policy 1648.13/School Employee Vaccination Requirements  
Policy 1648.14/Safety Plan For Healthcare Settings In School Buildings – COVID-19  
Policy 2425/Emergency Virtual or Remote Instruction Program  
Policy 5751/Sexual Harassment of Students  
Policy 2415.05/Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment  
Policy 2431.4/Prevention and Treatment of Sports-Related Concussions and Head Injuries  
Policy 2622/Student Assessment  
Policy 5541/Anti-Hazing  
Policy 8465/Bias Crimes and Bias-Related Acts  
Policy 9560/Administration of School Surveys  
Policy 1648.15/Recordkeeping for Healthcare Settings in School Buildings – COVID-19  
Policy 2415.04/Title I – District-Wide Parent and Family Engagement  
Policy 2415.50/Beverly City Title I – School Parent and Family Engagement  
Policy 2417/Student Intervention and Referral Services  
Policy 5512/Harassment, Intimidation, and Bullying  
Policy 7410/Maintenance and Repair  
Policy 8420/Emergency and Crisis Situations  
Policy 9320/Cooperation with Law Enforcement Agencies  
Policy 1511/Board of Education Website Accessibility  
Policy 2415/Every Student Succeeds Act  
Policy 5513/Care of School Property  
Policy 5517/School District Issued Student Identification Cards  
Policy 5722/Student Journalism

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



Policy 0145	Board Member Resignation and Removal (M) (Revised)
Policy 0164.6	Remote Public Board Meetings During A Declared Emergency (M) (New)
Policy 1643	Family Leave (M) (New)
Policy 3431.1	Family Leave (M) (Abolished)
Policy 4431.1	Family Leave (M) (Abolished)
Policy 3431.3	New Jersey Family Leave Insurance Program (Abolished)
Policy 4431.3	New Jersey Family Leave Insurance Program (Abolished)
Policy 5330.01	Administration of Medical Cannabis (M) (Revised)
Policy 7425	Lead Testing of Water in Schools (M) (Revised)
Policy 7430	School Safety (M) (Abolished)
Policy 2415	Every Student Succeeds Act (M) (Revised)
Policy 2415.01	Academic Standards, Academic Assessments, and Accountability (M) (Abolished)
Policy 2415.02	Title I – Fiscal Responsibilities (M) (Revised)
Policy 2415.03	Highly Qualified Teachers (M) (Abolished)
Policy 2415.05	Student Surveys, Analysis, and/or Evaluations (M) (Revised)
Policy 2415.20	Every Student Succeeds Act Complaints (M) (Revised)
Policy 4125	Employment of Support Staff Members (M) (Revised)
Policy 6360	Political Contributions (M) (Revised)
Policy 8330	Student Records (M) (Revised)
Policy 9713	Recruitment by Special Interest Groups (M) (Revised)
Policy 1620	Administrative Employment Contracts (M) (Revised)
Policy 2431	Athletic Competition (M) (Revised)
Policy 2451	Adult High School (M) (Revised)
Policy 2464	Gifted and Talented Students (M) (Revised)
Policy 5330.05	Seizure Action Plan (M) (New)
Policy 6440	Cooperative Purchasing (M) (Revised)
Policy 6470.01	Electronic Funds Transfer and Claimant Certification (M) (New)
Policy 7440	School District Security (M) (Revised)
Policy 7450	Property Inventory (M) (Revised)
Policy 7510	Use of School Facilities (M) (Revised)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
Policy 1648	Restart and Recovery Plan (M) (Revised)
Policy 1648.02	Remote Learning Options for Families (M) (New)
Policy 1648.03	Restart and Recovery Plan – Full-Time Remote Instruction (M) (New)
Policy 1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
Policy 2431.3	Heat Participation Policy for Student-Athlete Safety (M) (Revised)
Policy 2622	Student Assessment (M) (Revised)
Policy 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
Policy 5200	Attendance (M) (Revised)
Policy 5330.04	Administering an Opioid Antidote (M) (Revised)
Policy 5610	Suspension (M) (Revised)
Policy 5620	Expulsion (M) (Revised)
Policy 8320	Personnel Records (M) (Revised)



- Policy 1581 Domestic Violence (M) (Revised)
- Policy 2422 Health and Physical Education (M) (Revised)
- Policy 5330 Administration of Medication (M) (Revised)
- Policy 7243 Supervision of Construction (M) (Revised)
- Policy 8220 School Day (M) (Revised)
- Policy 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- Policy 1642 Earned Sick Leave Law (M) (New)
- Policy 3159 Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
- Policy 3218 Use, Possession, or Distribution of Substances (M) (Revised)
- Policy 4218 Use, Possession, or Distribution of Substances (M) (Revised)
- Policy 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- Policy 7440 School District Security (M) (Revised)
- Policy 8600 Student Transportation (M) (Revised)
- Policy 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- Policy 8670 Transportation of Special Needs Students (M) (Revised)

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

16. Old Business –

- BPU Grant – Dr. Savage updated the Board of Education and the public on the BPU Grant. He noted that the project is moving forward and the engineers are preparing the final bid specs and project details. The Board of Education is also looking at a new round of funding to see if the new funding could help the District's project.

- Modular Building – Dr. Savage gave a status report on the District's modular building project. Site work continues as well as final interior finishes are occurring. The final inspections are being scheduled and will hopefully be completed in the next few weeks.

17. New Business

There was no new business this month.

18. Superintendent's Report:



A. Enrollment Report: 344

B. Attendance Report: 91%

C. Nurse's Report

The nurse's report was included for review.

D. H.I.B. Incidents:

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

E. Discipline Report:

Total Suspensions: 1

F. Drills

- Shelter in Place – September 16, 2022 – 2:00 PM
- Fire Drill – September 21, 2022 – 9:20 AM – 3 minutes 10 seconds
- Shelter in Place – September 22, 2022 – 10:30 AM
- Fire Drill – October 11, 2022 – 10:20 AM – 3 minutes 53 seconds

G. Fire Prevention Day: October 18, 2022

19. Correspondence

There was no correspondence for the month.

20. Board Comments

There were no board comments for the month.

21. Public Comments

The open to the public comment portion of the meeting began at 7:05 p.m. and closed at 7:16 p.m.

Mr. Haaf, 132 Riverbank Road, Beverly NJ asked about the approval of the polices on the agenda. Mr. Wolbert noted that approvals are due to changes in the polices that have been recommended by the District's policy writing vendor.



Mr. Haaf also asked about the two Board vacancies that will be open effective January 1, 2023. Mr. Wolbert confirmed that there are two board positions open for an effective date of January 1, 2023 and there are no candidates that will be on the November election ballot.

Mrs. Brown, 1083 Warren Street, Beverly NJ gave the Board of Education an update on the status of the Beverly City PTA. At the recent PTA meeting three as a vote to change the organization to the Beverly City Home and School Association. This change was designed to increase the participation in the organization and become a more welcoming organization to open to a larger population in the community.

22. A motion was made by Barbara Kelly and seconded by Donato Marable to approve the Beverly City Home and School Association to operate as an auxiliary organization of the Beverly City School.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

23. Adjournment

A motion was made by Barbara Kelly and seconded by Donato Marable to adjourn the Board of Education Meeting at 7:16 p.m.

Roll Call

Luis Crespo	Absent	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

Respectfully submitted:

**Brian F. Savage**

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Beverly City Board of Education  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2022

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

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

6m0rspl	Cash in bank		\$2,147,981.10
102-107	Cash and cash equivalents		\$500.00
116	Capital reserve Account		\$181,976.00
121	Tax levy receivable		\$34,422.12
	Accounts receivable:		
132	Interfund	\$0.23	
141	Intergovernmental - State	\$964,137.56	
			\$964,137.79

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

301	Estimated Revenues	\$8,808,440.00	
302	Less Revenues	(\$989,777.56)	
		-----	\$7,818,662.44
			-----
	<b>Total assets and resources</b>		<b>\$11,147,679.45</b>
			=====

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 09/30/2022

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

--- LIABILITIES ---

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

TOTAL LIABILITIES (\$231,078.00)

FUND BALANCE

--- Appropriated ---

753 Reserve for Encumbrances - Current Year \$6,652,861.43

Reserved fund balance:

760 Reserved Fund Balance \$392,738.95

601 Appropriations \$9,949,004.00

602 Less : Expenditures \$1,113,508.84

603 Encumbrances \$6,652,861.43 (\$7,766,370.27)

\$2,182,633.73

Total Appropriated

\$9,228,234.11

--- Unappropriated ---

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

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

TOTAL FUND BALANCE

\$11,378,757.45

TOTAL LIABILITIES AND FUND EQUITY

\$11,147,679.45

=====

Beverly City Board of Education  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2022

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$9,949,004.00	\$7,766,370.27	\$2,182,633.73
Revenues	(\$8,808,440.00)	(\$989,777.56)	(\$7,818,662.44)
	<u>\$1,140,564.00</u>	<u>\$6,776,592.71</u>	<u>(\$5,636,028.71)</u>
Less: Adjust for prior year encumb.	<u>\$0.00</u>	<u>\$0.00</u>	
Budgeted Fund Balance	<u>\$1,140,564.00</u>	<u>\$6,776,592.71</u>	<u>(\$5,636,028.71)</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	<u>\$1,140,564.00</u>	<u>\$6,776,592.71</u>	<u>(\$5,636,028.71)</u>
TOTAL Budgeted Fund Balance	<u>\$1,140,564.00</u>	<u>\$6,776,592.71</u>	<u>(\$5,636,028.71)</u>



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/2022

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
1XXX From Local Sources	\$3,009,773.00	\$815,990.95		\$2,193,782.05
3XXX From State Sources	\$5,756,461.00	\$146,092.00		\$5,610,369.00
4XXX From Federal Sources	\$42,206.00	\$27,694.61		\$14,511.39
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$8,808,440.00</b>	<b>\$989,777.56</b>		<b>\$7,818,662.44</b>
<b>*** EXPENDITURES ***</b>				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>--- CURRENT EXPENSE ---</b>				
11-1XX-100-XXX Regular Programs - Instruction	\$1,706,191.00	\$211,443.72	\$1,329,017.88	\$165,729.40
11-2XX-100-XXX Special Education - Instruction	\$368,035.00	\$51,020.40	\$302,066.30	\$14,948.30
11-230-100-XXX Basic Skills - Remedial Instruction	\$149,921.00	\$11,492.02	\$137,618.58	\$810.40
11-240-100-XXX Bilingual Education - Instruction	\$99,200.00	\$5,110.00	\$45,990.00	\$48,100.00
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$13,000.00	\$0.00	\$0.00	\$13,000.00
11-402-100-XXX School-Spons. Athletics - Instruction	\$9,000.00	\$1,804.83	\$278.42	\$6,916.75
<b>--- UNDISTRIBUTED EXPENDITURES ---</b>				
11-000-100-XXX Instruction	\$3,191,959.00	\$188,959.41	\$2,694,128.04	\$308,871.55
11-000-211-XXX Attendance and Social Work Services	\$44,408.00	\$14,389.94	\$30,015.56	\$2.50
11-000-213-XXX Health Services	\$139,154.00	\$19,607.95	\$117,761.73	\$1,784.32
11-000-216-XXX Speech, OT,PT & Related Svcs	\$182,498.00	\$4,560.90	\$87,491.95	\$90,445.15
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$29,323.00	\$902.87	\$20,420.13	\$8,000.00
11-000-218-XXX Guidance	\$23,883.00	\$11,727.90	\$12,144.60	\$10.50
11-000-219-XXX Child Study Teams	\$271,720.00	\$25,177.10	\$176,358.08	\$70,184.82
11-000-221-XXX Improv of Inst. - Instruc Staff	\$217,102.00	\$51,479.02	\$162,247.68	\$3,375.30
11-000-222-XXX Educational Media Serv/School Library	\$4,920.00	\$0.00	\$0.00	\$4,920.00
11-000-223-XXX Instructional Staff Training Services	\$29,500.00	\$13,075.00	\$4,453.42	\$11,971.58
11-000-230-XXX Supp. Serv.-General Administration	\$255,588.00	\$74,006.13	\$142,482.75	\$39,099.12
11-000-240-XXX Supp. Serv.-School Administration	\$33,441.00	\$7,043.36	\$19,889.44	\$6,508.20
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$142,638.00	\$39,907.41	\$98,007.19	\$4,723.40
11-000-261-XXX Require Maint. for School Facilities	\$155,000.00	\$23,796.40	\$13,960.38	\$117,243.22
11-000-262-XXX Custodial Services	\$446,360.00	\$83,289.42	\$120,998.36	\$242,072.22
11-000-266-XXX Security	\$55,896.00	\$13,927.90	\$41,937.30	\$30.80
11-000-270-XXX Student Transportation Services	\$462,911.00	\$28,699.44	\$268,037.27	\$166,174.29
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$1,113,356.00	\$185,587.72	\$763,767.37	\$164,000.91
<b>TOTAL GENERAL CURRENT EXPENSE</b>				
<b>EXPENDITURES/USES OF FUNDS</b>	<b>\$9,145,004.00</b>	<b>\$1,067,008.84</b>	<b>\$6,589,072.43</b>	<b>\$1,488,922.73</b>

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 09/30/2022

*** 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.	\$800,000.00	\$46,500.00	\$63,789.00	\$689,711.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$804,000.00	\$46,500.00	\$63,789.00	\$693,711.00
TOTAL GENERAL FUND EXPENDITURES	\$9,949,004.00	\$1,113,508.84	\$6,652,861.43	\$2,182,633.73

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 3 Month Period Ending 09/30/2022

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$2,996,899.00	\$800,283.00	\$2,196,616.00
1XXX Miscellaneous	\$12,874.00	\$15,707.95	(\$2,833.95)
TOTAL LOCAL	\$3,009,773.00	\$815,990.95	\$2,193,782.05
	=====	=====	=====
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$193,173.00	.00	\$193,173.00
3131 Extraordinary Aid	\$65,000.00	\$146,092.00	(\$81,092.00)
3176 Equalization	\$4,452,104.00	.00	\$4,452,104.00
3177 Categorical Security	\$105,269.00	.00	\$105,269.00
3178 Adjustment Aid	\$758,309.00	.00	\$758,309.00
3XXX Other State Aids	\$182,606.00	\$0.00	\$182,606.00
TOTAL	\$5,756,461.00	\$146,092.00	\$5,610,369.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4200 Federal Grants including Medicaid Reimbursement	\$19,986.00	\$9,618.61	\$10,367.39
4XXX Other Federal Aids	\$22,220.00	\$18,076.00	\$4,144.00
TOTAL	\$42,206.00	\$27,694.61	\$14,511.39
	=====	=====	=====
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$8,808,440.00	\$989,777.56	\$7,818,662.44
	=====	=====	=====

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 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** GENERAL CURRENT EXPENSE ***</b>				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$134,449.00	\$7,105.92	\$64,953.28	\$62,389.80
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$515,883.00	\$59,853.15	\$440,965.85	\$15,064.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$452,634.00	\$43,438.82	\$389,949.38	\$19,245.80
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$3,000.00	\$0.00	\$0.00	\$3,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$3,000.00	.00	.00	\$3,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$319,275.00	\$14,995.43	\$287,291.77	\$16,987.80
11-190-100-320 Purchased Prof.-Ed. Services	\$39,300.00	.00	\$3,500.00	\$35,800.00
11-190-100-340 Purchased Technical Services	\$61,450.00	\$18,934.53	\$42,514.47	\$1.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$40,000.00	\$8,320.65	\$28,050.03	\$3,629.32
11-190-100-610 General Supplies	\$115,000.00	\$40,512.94	\$67,878.57	\$6,608.49
11-190-100-640 Textbooks	\$22,200.00	\$18,282.28	\$3,914.53	\$3.19
TOTAL	\$1,706,191.00	\$211,443.72	\$1,329,017.88	\$165,729.40
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$149,202.00	\$14,991.40	\$133,842.60	\$368.00
11-204-100-106 Other Salaries for Instruction	\$3,000.00	\$2,922.10	\$77.90	.00
11-204-100-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$153,202.00	\$17,913.50	\$133,920.50	\$1,368.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$205,089.00	\$27,162.90	\$167,926.10	\$10,000.00
11-213-100-106 Other Salaries for Instruction	\$5,944.00	\$5,944.00	.00	.00
11-213-100-610 General supplies	\$3,800.00	.00	\$219.70	\$3,580.30
TOTAL	\$214,833.00	\$33,106.90	\$168,145.80	\$13,580.30
TOTAL SPECIAL ED - INSTRUCTION				
	\$368,035.00	\$51,020.40	\$302,066.30	\$14,948.30
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$149,921.00	\$11,492.02	\$137,618.58	\$810.40
TOTAL	\$149,921.00	\$11,492.02	\$137,618.58	\$810.40
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$99,200.00	\$5,110.00	\$45,990.00	\$48,100.00
TOTAL	\$99,200.00	\$5,110.00	\$45,990.00	\$48,100.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$10,000.00	.00	.00	\$10,000.00
11-401-100-500 Purchased Services (300-500 series)	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$13,000.00	\$0.00	\$0.00	\$13,000.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$5,000.00	.00	.00	\$5,000.00
11-402-100-600 Supplies and Materials	\$4,000.00	\$1,804.83	\$278.42	\$1,916.75

Beverly City Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$9,000.00	\$1,804.83	\$278.42	\$6,916.75
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$1,078,120.00	\$107,812.00	\$970,308.00	.00
11-000-100-562 Tuition to Other LEAs within State Special	\$549,437.00	\$18,432.91	\$303,243.30	\$227,760.79
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$201,311.00	\$20,124.50	\$181,120.50	\$66.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$1,220,568.00	\$30,120.00	\$1,117,124.00	\$73,324.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$139,496.00	\$12,470.00	\$122,332.24	\$4,693.76
11-000-100-568 Tuition - State Facilities	\$3,027.00	.00	.00	\$3,027.00
TOTAL	\$3,191,959.00	\$188,959.41	\$2,694,128.04	\$308,871.55
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$39,998.00	\$9,982.44	\$30,015.56	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$4,410.00	\$4,407.50	.00	\$2.50
TOTAL	\$44,408.00	\$14,389.94	\$30,015.56	\$2.50
--- Health services ---				
11-000-213-100 Salaries	\$94,754.00	\$13,087.89	\$81,608.13	\$57.98
11-000-213-300 Purchased Prof. & Tech. Svc.	\$41,400.00	\$6,379.50	\$35,000.00	\$20.50
11-000-213-600 Supplies and Materials	\$2,500.00	\$140.56	\$1,153.60	\$1,205.84
11-000-213-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$139,154.00	\$19,607.95	\$117,761.73	\$1,784.32
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$70,998.00	\$7,530.00	\$63,448.20	\$19.80
11-000-216-320 Purchased Prof. Ed. Services	\$110,000.00	(\$2,969.10)	\$24,043.75	\$88,925.35
11-000-216-600 Supplies and Materials	\$1,500.00	.00	.00	\$1,500.00
TOTAL	\$182,498.00	\$4,560.90	\$87,491.95	\$90,445.15
--- Other support services - Students - Extra Svc				
11-000-217-100 Salaries	\$21,323.00	\$902.87	\$20,420.13	.00
11-000-217-320 Purchased Prof. Ed. Services	\$8,000.00	.00	.00	\$8,000.00
TOTAL	\$29,323.00	\$902.87	\$20,420.13	\$8,000.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	\$16,163.00	\$4,008.90	\$12,144.60	\$9.50
11-000-218-320 Purchased Prof. - Ed. Services	\$7,720.00	\$7,719.00	.00	\$1.00
TOTAL	\$23,883.00	\$11,727.90	\$12,144.60	\$10.50
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$174,242.00	\$18,503.18	\$151,647.48	\$4,091.34
11-000-219-105 Sal Secr. & Clerical Asst.	\$25,916.00	\$6,478.92	\$19,436.76	\$0.32
11-000-219-320 Purchased Prof. - Ed. Services	\$16,895.00	.00	.00	\$16,895.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$47,587.00	.00	.00	\$47,587.00
11-000-219-600 Supplies and Materials	\$5,300.00	.00	\$5,273.84	\$26.16
11-000-219-800 Other Objects	\$1,780.00	\$195.00	.00	\$1,585.00

Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$271,720.00	\$25,177.10	\$176,358.08	\$70,184.82
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$192,027.00	\$41,885.26	\$149,994.00	\$147.74
11-000-221-104 Salaries Other Prof. Staff	\$8,350.00	\$2,011.88	\$5,931.54	\$406.58
11-000-221-105 Sal Secr. & Clerical Asst.	\$2,625.00	\$628.88	\$1,847.34	\$148.78
11-000-221-11X Other Salaries	\$6,000.00	\$1,456.90	\$4,474.80	\$68.30
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$5,500.00	\$5,496.10	.00	\$3.90
11-000-221-600 Supplies and Materials	\$2,600.00	.00	.00	\$2,600.00
TOTAL	\$217,102.00	\$51,479.02	\$162,247.68	\$3,375.30
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,420.00	.00	.00	\$1,420.00
11-000-222-500 Other Purchased Services (400-500 series)	\$1,500.00	.00	.00	\$1,500.00
11-000-222-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-222-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$4,920.00	\$0.00	\$0.00	\$4,920.00
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-223-500 Other Purchased Services (400-500 series)	\$28,500.00	\$13,075.00	\$4,453.42	\$10,971.58
TOTAL	\$29,500.00	\$13,075.00	\$4,453.42	\$11,971.58
--- Support services-general administration ---				
11-000-230-100 Salaries	\$176,588.00	\$43,205.52	\$129,616.56	\$3,765.92
11-000-230-331 Legal Services	\$22,865.00	\$740.00	\$4,760.00	\$17,365.00
11-000-230-332 Audit Fees	\$20,000.00	\$15,200.00	\$3,000.00	\$1,800.00
11-000-230-339 Other Purchased Prof. Svc.	\$4,835.00	\$4,835.00	.00	.00
11-000-230-340 Purchased Tech. Services	\$2,000.00	.00	\$700.00	\$1,300.00
11-000-230-530 Communications/Telephone	\$6,000.00	\$86.85	\$1,460.55	\$4,452.60
11-000-230-585 BOE Other Purchased Prof. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-230-590 Other Purchased Services	\$7,100.00	\$500.00	\$2,047.50	\$4,552.50
11-000-230-610 General Supplies	\$4,000.00	\$1,857.07	\$53.14	\$2,089.79
11-000-230-890 Misc. Expenditures	\$3,000.00	\$250.00	.00	\$2,750.00
11-000-230-895 BOE Membership Dues and Fees	\$8,200.00	\$7,331.69	\$845.00	\$23.31
TOTAL	\$255,588.00	\$74,006.13	\$142,482.75	\$39,099.12
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	\$29,441.00	\$6,543.36	\$19,630.08	\$3,267.56
11-000-240-600 Supplies and Materials	\$3,500.00	.00	\$259.36	\$3,240.64
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$33,441.00	\$7,043.36	\$19,889.44	\$6,508.20
--- Central Services ---				
11-000-251-100 Salaries	\$114,338.00	\$28,457.34	\$85,580.10	\$300.56
11-000-251-340 Purchased Technical Services	\$4,900.00	\$2,355.07	\$1,975.16	\$569.77
11-000-251-592 Misc Pur Serv (400-500 series)	\$1,000.00	.00	.00	\$1,000.00
11-000-251-600 Supplies and Materials	\$4,000.00	.00	\$1,356.93	\$2,643.07
11-000-251-89X Other Objects	\$200.00	.00	.00	\$200.00

Beverly City Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$124,438.00	\$30,812.41	\$88,912.19	\$4,713.40
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$18,200.00	\$9,095.00	\$9,095.00	\$10.00
TOTAL	\$18,200.00	\$9,095.00	\$9,095.00	\$10.00
TOTAL Cent. Svcs. & Admin IT	\$142,638.00	\$39,907.41	\$98,007.19	\$4,723.40
--- Required Maint. for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$120,000.00	\$15,057.73	\$2,273.46	\$102,668.81
11-000-261-610 General Supplies	\$35,000.00	\$8,738.67	\$11,686.92	\$14,574.41
TOTAL	\$155,000.00	\$23,796.40	\$13,960.38	\$117,243.22
--- Custodial Services ---				
11-000-262-1XX Salaries	\$121,159.00	\$36,840.17	\$32,207.75	\$52,111.08
11-000-262-300 Purchased Prof. & Tech. Svc.	\$36,300.00	\$11,892.44	\$24,387.44	\$20.12
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$38,700.00	\$17,979.47	\$10,656.51	\$10,064.02
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$9,000.00	\$156.21	\$437.43	\$8,406.36
11-000-262-490 Other Purchased Property Svc.	\$4,000.00	\$406.00	.00	\$3,594.00
11-000-262-520 Insurance	\$56,701.00	.00	.00	\$56,701.00
11-000-262-590 Misc. Purchased Services	\$7,000.00	.00	\$4,264.00	\$2,736.00
11-000-262-610 General Supplies	\$6,000.00	\$1,598.00	.00	\$4,402.00
11-000-262-621 Energy (Natural Gas)	\$76,250.00	\$816.02	\$24,183.98	\$51,250.00
11-000-262-622 Energy (Electricity)	\$86,250.00	\$13,601.11	\$24,861.25	\$47,787.64
11-000-262-8XX Other Objects	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$446,360.00	\$83,289.42	\$120,998.36	\$242,072.22
--- Security ---				
11-000-266-100 Salaries	\$55,896.00	\$13,927.90	\$41,937.30	\$30.80
TOTAL	\$55,896.00	\$13,927.90	\$41,937.30	\$30.80
TOTAL Oper & Maint of Plant Services	\$657,256.00	\$121,013.72	\$176,896.04	\$359,346.24
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans (Bet Home & Sch) - Sp Ed	\$37,492.00	\$6,982.63	\$23,431.29	\$7,078.08
11-000-270-162 Sal Pupil Trans. Other than Bet Home & Sch	\$25,436.00	\$6,352.98	\$19,058.94	\$24.08
11-000-270-503 Contr Svc - Aid in Lieu Paymnts - Non Pub Sch	\$40,000.00	.00	.00	\$40,000.00
11-000-270-511 Contract Svc (btw Home & Sch.) - vendors	\$40,499.00	\$3,410.78	\$30,247.02	\$6,841.20
11-000-270-512 Contract Svc (other btw home & sch) - vndrs	\$10,000.00	.00	.00	\$10,000.00
11-000-270-514 Contract Svc (Sp Ed.) - vendors	\$10,000.00	.00	.00	\$10,000.00
11-000-270-515 Contract Svc (Sp Ed.) - joint agreements	\$54,492.00	\$4,526.55	\$49,686.52	\$278.93
11-000-270-517 Contract Svc (reg std) - ESCs	\$52,596.00	.00	.00	\$52,596.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$186,396.00	\$7,426.50	\$145,613.50	\$33,356.00
11-000-270-800 Misc. Expenditures	\$6,000.00	.00	.00	\$6,000.00
TOTAL	\$462,911.00	\$28,699.44	\$268,037.27	\$166,174.29
--- Personal Services - Employee Benefits ---				
11-XXX-XXX-210 Group Insurance	\$1,268.00	.00	.00	\$1,268.00

Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-220 Social Security Contributions	\$84,000.00	\$15,910.69	\$68,089.31	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	\$1,000.00	.00	.00	\$1,000.00
11-XXX-XXX-250 Unemployment Compensation	\$25,000.00	\$5,465.80	\$19,534.20	.00
11-XXX-XXX-260 Workman's Compensation	\$51,425.00	.00	.00	\$51,425.00
11-XXX-XXX-270 Health Benefits	\$827,163.00	\$163,578.96	\$663,276.13	\$307.91
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	.00	.00	\$30,000.00
11-XXX-XXX-290 Other Employee Benefits	\$13,500.00	\$632.27	\$12,867.73	.00
TOTAL	\$1,113,356.00	\$185,587.72	\$763,767.37	\$164,000.91
Total Undistributed Expenditures	\$6,799,657.00	\$786,137.87	\$4,774,101.25	\$1,239,417.88
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$9,145,004.00	\$1,067,008.84	\$6,589,072.43	\$1,488,922.73
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$9,145,004.00	\$1,067,008.84	\$6,589,072.43	\$1,488,922.73



Beverly City Board of Education  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance	
	-----	-----	-----	-----	
*** CAPITAL OUTLAY ***					
--- EQUIPMENT ---					
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	\$46,500.00	\$46,500.00	.00	.00
12-000-400-450	Construction Services	\$653,500.00	.00	\$63,789.00	\$589,711.00
12-000-400-710	Land and improvements	\$100,000.00	.00	.00	\$100,000.00
Sub Total		\$800,000.00	\$46,500.00	\$63,789.00	\$689,711.00
TOTAL		\$800,000.00	\$46,500.00	\$63,789.00	\$689,711.00
TOTAL CAPITAL OUTLAY EXPENDITURES		\$804,000.00	\$46,500.00	\$63,789.00	\$693,711.00

Beverly City Board of Education  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL GENERAL FUND EXPENDITURES	\$9,949,004.00	\$1,113,508.84	\$6,652,861.43	\$2,182,633.73

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 09/30/2022

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

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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 09/30/2022

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ASSETS AND RESOURCES

=====

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

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

\_\_\_\_\_

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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 09/30/2022

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

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--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

---

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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 09/30/2022

=====  
 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 09/30/2022

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



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

School-Based Budget - FUND 15  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2022

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

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Beverly City Board of Education  
School-Based Budget - Fund 15  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2022

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

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Appropriations	Expenditures	Encumbrances	Available Balance
=====	=====	=====	=====

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

For 3 Month Period Ending 09/30/2022

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

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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 09/30/2022

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

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

101	Cash in bank		(\$41,108.91)
	Accounts receivable:		
141	Intergovernmental - State	\$5,522.00	
142	Intergovernmental - Federal	\$8,653.06	
		\$14,175.06	

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

301	Estimated Revenues	\$2,064,662.94	
302	Less Revenues	(\$558,211.00)	
		\$1,506,451.94	

		\$1,479,518.09	
Total assets and resources		\$1,479,518.09	

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 09/30/2022

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

--- LIABILITIES ---

481	Deferred revenues	(\$9,440.00)
-----	-------------------	--------------

TOTAL LIABILITIES

( \$ 9,440.00 )

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$1,187,410.76
-----	---	----------------

601	Appropriations	\$2,064,662.94
-----	----------------	----------------

602	Less: Expenditures	\$575,704.85
-----	--------------------	--------------

603	Encumbrances	\$1,187,410.76 (\$1,763,115.61)
-----	--------------	---------------------------------

\$301,547.33

TOTAL FUND BALANCE

\$1,488,958.09

TOTAL LIABILITIES AND FUND EQUITY

\$1,479,518.09

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 09/30/2022

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	\$740,340.00	\$545,454.00		\$194,886.00
4XXX	From Federal Sources	\$1,324,322.94	\$12,757.00		\$1,311,565.94
TOTAL REVENUE/SOURCES OF FUNDS		\$2,064,662.94	\$558,211.00		\$1,506,451.94
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Preschool Education Aid (218)	\$740,340.00	\$98,338.77	\$635,037.39	\$6,963.84
TOTAL STATE PROJECTS		\$740,340.00	\$98,338.77	\$635,037.39	\$6,963.84
FEDERAL PROJECTS:					
	ESSA Title I - Part A/D (231-239)	\$130,628.00	\$9,204.39	\$73,645.61	\$47,778.00
	I.D.E.A. Part B (Handicapped) (250-259)	\$131,972.00	\$39,328.89	\$88,795.11	\$3,848.00
	ESSA Title II - Part A/D (270-279)	\$11,715.00	.00	\$11,715.00	.00
	ESSA Title IV (280-289)	\$11,520.00	.00	\$11,520.00	.00
	CARES Act Education Stabilization Fund (477)	\$7,235.00	.00	\$3,058.45	\$4,176.55
	ARP - ESSER Grant Program (487)	\$831,156.00	\$393,126.70	\$211,488.30	\$226,541.00
	ARP - ESSER Accelerated Learning Coaching (488)	\$50,000.00	\$4,000.00	\$36,000.00	\$10,000.00
	ARP - ESSER Evidence-Based Summer Learning (489)	\$25,095.94	\$22,856.00	.00	\$2,239.94
	ARP - ESSER Evidence-Based Comprehensive (490)	\$36,500.00	.00	\$36,500.00	.00
	ARP - ESSER NJ Tiered System of Supports (491)	\$88,501.00	\$8,850.10	\$79,650.90	.00
TOTAL FEDERAL PROJECTS		\$1,324,322.94	\$477,366.08	\$552,373.37	\$294,583.49
*** TOTAL EXPENDITURES ***		\$2,064,662.94	\$575,704.85	\$1,187,410.76	\$301,547.33

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 09/30/2022

	ESTIMATED	ACTUAL	UNREALIZED
--- STATE SOURCES ---			
3218      Preschool Education Aid	\$740,340.00	\$545,454.00	\$194,886.00
Total Revenue from State Sources	\$740,340.00	\$545,454.00	\$194,886.00
--- FEDERAL SOURCES ---			
4411-16    Title I	\$130,628.00	\$5,522.00	\$125,106.00
4451-55    Title II	\$11,715.00	.00	\$11,715.00
4420-29    I.D.E.A. Part B (Handicapped)	\$131,972.00	.00	\$131,972.00
4530      CARES Act Education Stabilization Fund	\$7,235.00	\$7,235.00	.00
4540      ARP-ESSER Grant Program	\$831,156.00	.00	\$831,156.00
4541      ARP-ESSER Accelerated Learning Coaching	\$50,000.00	.00	\$50,000.00
4542      ARP-ESSER Evidence-Based Summer Learning	\$25,095.94	.00	\$25,095.94
4543      ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$36,500.00	.00	\$36,500.00
4544      ARP-ESSER NJ NTiered System of Supports	\$88,501.00	.00	\$88,501.00
4XXX      Other Federal Aids	\$11,520.00	\$0.00	\$11,520.00
Total Revenues from Federal Sources	\$1,324,322.94	\$12,757.00	\$1,311,565.94
TOTAL REVENUES/SOURCES OF FUNDS	\$2,064,662.94	\$558,211.00	\$1,506,451.94



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 09/30/2022

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
State Projects:				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$261,490.00	\$26,149.00	\$235,341.00	.00
20-218-100-106 Other Sal. For Instruction	\$87,410.00	\$3,200.15	\$84,209.85	.00
20-218-100-321 Purchased Prof & Ed Services	\$5,000.00	.00	\$200.00	\$4,800.00
<b>Total Instruction</b>	<b>\$353,900.00</b>	<b>\$29,349.15</b>	<b>\$319,750.85</b>	<b>\$4,800.00</b>
--- Preschool Education Aid - Support Services ---				
20-218-200-102 Salaries of Supervisors of Instruction	\$35,121.00	\$8,856.96	\$26,264.04	.00
20-218-200-103 Salaries of Program Directors	\$38,004.00	\$9,621.22	\$28,382.78	.00
20-218-200-104 Salaries of Other Professional Staff	\$13,606.00	\$2,260.00	\$10,170.00	\$1,176.00
20-218-200-105 Salaries of Secr. And Clerical Assistants	\$22,384.00	\$5,628.88	\$16,742.70	\$12.42
20-218-200-110 Other Salaries	\$41,180.00	\$10,394.28	\$30,774.42	\$11.30
20-218-200-173 Salaries of Community Parent Involvement Spec.	\$12,263.00	\$1,221.58	\$10,994.22	\$47.20
20-218-200-176 Salaries of Master Teachers	\$89,467.00	\$9,146.70	\$80,320.30	.00
20-218-200-200 Personal Services - Employee Benefits	\$131,144.00	\$21,860.00	\$109,284.00	.00
<b>Total Support Services</b>	<b>\$383,169.00</b>	<b>\$68,989.62</b>	<b>\$312,932.46</b>	<b>\$1,246.92</b>
<b>-- TOTAL Preschool Education Aid --</b>	<b>\$737,069.00</b>	<b>\$98,338.77</b>	<b>\$632,683.31</b>	<b>\$6,046.92</b>
<b>TOTAL STATE PROJECTS</b>	<b>\$737,069.00</b>	<b>\$98,338.77</b>	<b>\$632,683.31</b>	<b>\$6,046.92</b>
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Support Services ---				
20-477-200-600 Supplies and Materials	\$7,235.00	.00	\$3,058.45	\$4,176.55
<b>Total Support Services</b>	<b>\$7,235.00</b>	<b>\$0.00</b>	<b>\$3,058.45</b>	<b>\$4,176.55</b>
<b>TOTAL CARES Act Education Stabilization Fund</b>	<b>\$7,235.00</b>	<b>\$0.00</b>	<b>\$3,058.45</b>	<b>\$4,176.55</b>
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$130,628.00	\$9,204.39	\$73,645.61	\$47,778.00
20-25X-XXX-XXX I.D.E.A. Part B	\$131,972.00	\$39,328.89	\$88,795.11	\$3,848.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$11,715.00	.00	\$11,715.00	.00
20-28X-XXX-XXX ESSA Title IV	\$11,520.00	.00	\$11,520.00	.00
20-487-XXX-XXX ARP-ESSER Grant Program	\$831,156.00	\$393,126.70	\$211,488.30	\$226,541.00
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$50,000.00	\$4,000.00	\$36,000.00	\$10,000.00
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$25,095.94	\$22,856.00	.00	\$2,239.94
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$36,500.00	.00	\$36,500.00	.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$88,501.00	\$8,850.10	\$79,650.90	.00

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL Other Federal Programs	\$1,317,087.94	\$477,366.08	\$549,314.92	\$290,406.94
TOTAL FEDERAL PROJECTS	\$1,324,322.94	\$477,366.08	\$552,373.37	\$294,583.49
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$3,271.00	\$0.00	\$2,354.08	\$916.92
TOTAL EXPENDITURES	\$2,064,662.94	\$575,704.85	\$1,187,410.76	\$301,547.33

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 09/30/2022

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

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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 09/30/2022

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

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

101	Cash in bank	(\$48,624.56)
	Accounts receivable:	
141	Intergovernmental - State	(\$185,244.00)
		(\$185,244.00)

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

		(\$233,868.56)
Total assets and resources		(\$233,868.56)

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 09/30/2022

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

---

--- Appropriated ---

--- Unappropriated ---

770 Fund balance (\$233,868.56)

TOTAL FUND BALANCE (\$233,868.56)

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

=====

REPORT OF THE SECRETARY  
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 09/30/2022

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

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

Capital Projects Fund - Fund 30  
For 3 Month Period Ending 09/30/2022

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

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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 09/30/2022

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$86,894.00	
602	Less : Expenditures	\$8,446.88	(\$8,446.88)	
				\$78,447.12
	Total Appropriated			\$78,447.12
--- Unappropriated ---				
770	Fund Balance			\$0.48
	TOTAL FUND BALANCE			\$78,447.60
	TOTAL LIABILITIES AND FUND EQUITY			\$78,447.60

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$86,894.00	\$8,446.88	\$78,447.12
Revenues	(\$86,894.00)	\$0.00	(\$86,894.00)
	\$0.00	\$8,446.88	(\$8,446.88)
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$0.00	\$8,446.88	(\$8,446.88)
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
	\$0.00	\$8,446.88	(\$8,446.88)
Budgeted Fund Balance	\$0.00	\$8,446.88	(\$8,446.88)

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 09/30/2022

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

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 09/30/2022

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<u>                    </u>	<u>                    </u>	<u>                    </u>
--- Additional State School Bldg. Aid - Ch. 10 ---			
40-703-510-830 Interest	\$16,894.00	\$8,446.88	\$8,447.12
40-703-510-910 Redemption of principal	\$70,000.00	.00	\$70,000.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>
TOTAL	\$86,894.00	\$8,446.88	\$78,447.12
	=====	=====	=====
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$86,894.00	\$8,446.88	\$78,447.12
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$86,894.00	\$8,446.88	\$78,447.12
	=====	=====	=====

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 09/30/2022

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

\_\_\_\_\_  
Board Secretary/Administrator

\_\_\_\_\_  
Date

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

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REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS  
ALL FUNDS

FOR THE MONTH ENDING SEPTEMBER 30, 2022

CASH REPORT					
FUNDS	(1) Beginning Cash Balance REVISED	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance	
<b>GOVERNMENTAL FUNDS</b>					
1	General Fund - Fund 10	2,829,478.91	460,295.98	616,951.34	2,672,823.55
2		0.00			0.00
3	ED JOBS - Fund 18	-			-
4	Special Revenue Fund - Fund 20 (see page 2)	(118,673.19)	545,454.00	119,863.80	306,917.01
5	Capital Project Fund - Fund 30	16,339.59	1.21		16,340.80
6	Debt Service Fund - Fund 40	48,811.34		8,446.88	40,364.46
	Total Governmental Funds (Lines 1 thru 5)	2,775,956.65	1,005,751.19	736,815.14	3,036,445.82
<b>ENTERPRISE FUNDS</b>					
7					
10	Food Program Fund - Fund 60	243,359.16		3,559.17	239,799.99
8					-
9					-
11					-
12					
	Total Operating Account	3,019,315.81	1,005,751.19	740,374.31	3,276,245.81
<b>TRUST AND AGENCY FUNDS</b>					
13					
14	Payroll	19,867.37	237,982.72	237,982.72	19,867.37
15	Payroll Agency - Fund 90	24,574.70	156,005.85	159,679.30	20,901.25
16	FSA account	110.85	2,850.03		2,960.88
17					
18	Other - School Activities	9,717.16	300.73		10,017.89
	Total Trust & Agency Funds (Lines 13 thru 15)	54,270.08	397,139.33	397,662.02	53,747.39
19					
	Total All Funds (Lines 6,12, and 16)	3,073,585.89	1,402,890.52	1,138,036.33	3,329,993.20

*Pablo Canela*

Treasurer of School Moneys

10/21/2022



REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS  
ALL FUNDS

FOR THE MONTH ENDING SEPTEMBER 30, 2022

CASH REPORT					
FUNDS	(1) Beginning Cash Balance REVISED	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance	
<b>GOVERNMENTAL FUNDS</b>					
1	General Fund - Fund 10	2,829,478.91	460,295.98	616,951.34	2,672,823.55
2		0.00			0.00
3	ED JOBS - Fund 18	-			-
4	Special Revenue Fund - Fund 20 (see page 2)	(118,673.19)	545,454.00	119,863.80	306,917.01
5	Capital Project Fund - Fund 30	16,339.59	1.21		16,340.80
6	Debt Service Fund - Fund 40	48,811.34		8,446.88	40,364.46
	Total Governmental Funds (Lines 1 thru 5)	<b>2,775,956.65</b>	<b>1,005,751.19</b>	<b>736,815.14</b>	<b>3,036,445.82</b>
<b>ENTERPRISE FUNDS</b>					
7					
10	Food Program Fund - Fund 60	243,359.16		3,559.17	239,799.99
8					-
9					-
11					-
12					
	Total Operating Account	<b>3,019,315.81</b>	<b>1,005,751.19</b>	<b>740,374.31</b>	<b>3,276,245.81</b>
<b>TRUST AND AGENCY FUNDS</b>					
13					
14	Payroll	19,867.37	237,982.72	237,982.72	19,867.37
15	Payroll Agency - Fund 90	24,574.70	156,005.85	159,679.30	20,901.25
16	FSA account	110.85	2,850.03		2,960.88
17					
18	Other - School Activities	9,717.16	300.73		10,017.89
	Total Trust & Agency Funds (Lines 13 thru 15)	<b>54,270.08</b>	<b>397,139.33</b>	<b>397,662.02</b>	<b>53,747.39</b>
19					
	Total All Funds (Lines 6, 12, and 16)	<b>3,073,585.89</b>	<b>1,402,890.52</b>	<b>1,138,036.33</b>	<b>3,329,993.20</b>

*Pablo Canela*

Treasurer of School Moneys

10/21/2022

## REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS  
SPECIAL REVENUE FUND

FOR THE MONTH ENDING SEPTEMBER 30, 2022

CASH REPORT					
SPECIAL REVENUE FUND		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements this Month	(4) Ending Cash
1	Local Project	307,345.76			307,345.76
2	Early Childhood Program Aid	48,830.89	545,454.00	52,215.59	542,069.30
3	Preschool Education Aid	-			-
4	DEPA	10,752.22			10,752.22
	TARA	8,806.06			8,806.06
	Distance Learning Network Aid	3,508.00			3,508.00
	Character Education Aid	3,470.95			3,470.95
	Mentoring Aid	2,058.00			2,058.00
11	Other- State	7,643.00			7,643.00
12	P.L. 103-382 Title I & III	(155,613.93)		9,204.39	(164,818.32)
13	P.L. 103-382 Title II	(39,768.04)			(39,768.04)
14	P.L. 103-382 Title IV	(42,279.87)			(42,279.87)
15	P.L. 103-382 Title V	47.90			47.90
0	I.D.E.A. Part B (Handicapped)	(137,226.89)		22,095.02	(159,321.91)
18	P.L. 101-392 Vocational	-			-
19	P.L. 91-230 Adult Basic Education	-			-
20	Other -	(136,247.24)		36,348.80	(172,596.04)
		-			-
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1)	(118,673.19)	545,454.00	119,863.80	306,917.01

Form A - 149

Bank Reconciliation

Bank Name		WSFS Bank		Prepared by	
Account number		General operating Acct		Date:	
Statement Date		November 30, 2022			
Fund/Funds		10,,20,40,			
1	Balance per Bank				3,731,437.09
Reconciling Items					
Additions					
Deposits in transit					
Date      Amount					
2a					
2b					
2c					
2d	Total D.I.T.'s				
2	Misc		2,349.85		
3	Total Additions		2,349.85		
Deductions					
Outstanding Checks					
4	(attached list)		473,881.93		
5	Other (explain)		-		
6	Total Deductions		473,881.93		
7	Net Reconciling Items				(471,532.08)
8	Adjusted Balance per Bank As of		November 30, 2022		3,259,905.01
9	Balance per Board Secretary's Records As of		11/30/2022		** 2,504,593.29
Reconciling Items:					
Additions					
10	Interest Earned		-		
11	Other (Explain)		Pending journal entries		
12	Total Additions		-		
Deductions					
13	Bank Charges				
14	Other (Explain)		(755,311.72)		Pending journal entries
15	Total deductions		(755,311.72)		
16	Net Reconciling items				755,311.72
17	Adjusted Board Secretary's Balance As of		November 30, 2022		3,259,905.01
* Line 8 MUST EQUAL line 17. -					
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report					
Page 3a					

Form A - 149

Bank Reconciliation

Bank Name		WSFS Bank		Prepared by	
Account number		REFERENDUM ACCT		Date:	
Statement Date		November 30, 2022			
Fund/Funds		FUND 30			
1	Balance per Bank				16,340.80
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date	Amount			
2a					
2b					
2c					
2d	Total D.I.T.'s				
2	Misc -				
3	Total Additions -				
	Deductions				
4	Outstanding Checks (attached list) -				
5	Other (explain) -				
6	Total Deductions -				
7	Net Reconciling Items -				
8	Adjusted Balance per Bank As of			November 30, 2022	16,340.80
9	Balance per Board Secretary's Records As of			11/30/2022	** (48,624.56)
	Reconciling Items:				
	Additions				
10	Interest Earned -				
11	Other (Explain)		64,965.36	Pending journal entries	
12	Total Additions 64,965.36				
	Deductions				
13	Bank Charges				
14	Other (Explain)			Pending journal entries	
15	Total deductions -				
16	Net Reconciling items 64,965.36				
17	Adjusted Board Secretary's Balance As of			November 30, 2022	16,340.80
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>					

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank		Prepared by
Account number	2400000357		Date:
Statement Date	November 30, 2022		
Fund/Funds	Net Payroll		

1	Balance per Bank		26,402.98
	Reconciling Items		
	Additions		
	Deposits in transit		
	Date	Amount	
2a			
2b			
2c	Misc		
2d	Misc		
2	Misc	-	
3	Total Additions		-
	Deductions		
	Outstanding Checks		
	(attached list)	6,535.61	
4			
5	Other (explain)	-	
6	Total Deductions		6,535.61
7	Net Reconciling Items		(6,535.61)
8	Adjusted Balance per Bank As of	November 30, 2022	19,867.37

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

\* Line 8 MUST EQUAL line 17.

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

Page 3c

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank	Prepared by
Account number	6101433275	Date:
Statement Date	November 30, 2022	
Fund/Funds	Payroll Agency (90)	

1		Balance per Bank				33,327.94
		Reconciling Items				
		Additions				
		Deposits in transit				
		Date				
		Amount				
2a						
2b						
2c						
2d						
2		MISC	WSFS Bank			
3		Total Additions			-	
		Deductions				
		Outstanding Checks				
4		(attached list)		12,426.69		
5		Other (prior period voids)		-		
6		Total Deductions			12,426.69	
7		Net Reconciling Items				(12,426.69)
8		Adjusted Balance per Bank As of	November 30, 2022			20,901.25
9		Balance per Board Secretary's Records As of			**	
		Reconciling Items:				
		Additions				
10		Interest Earned				
11		Other (Explain)				
12		Total Additions			-	
		Deductions				
13		Bank Charges				
14		Other (Explain)				
15		Total deductions			-	
16		Net Reconciling items				-
17		Adjusted Board Secretary's Balance As of			*	-

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

Form A - 149

Bank Reconciliation

Bank Name		WSFS Bank		Prepared by		
Account number		2400000340		Date:		
Statement Date		November 30, 2022				
Fund/Funds		School Activities				
1	Balance per Bank				10,017.89	
Reconciling Items						
Additions						
Deposits in transit						
	Date	Amount				
2a						
2b						
2c						
2d						
2	total D.I.T.'s					
3	Total Additions					
Deductions						
Outstanding Checks						
4	(attached list)		0.00			
5	Other - due current fund		0.00			
6	Total Deductions		0.00			
7	Net Reconciling Items			0.00		
8	Adjusted Balance per Bank As of			November 30, 2022	10,017.89	
<b>See Page 3d for Summary</b>						
9	Balance per Board Secretary's Records As of				**	
Reconciling Items:						
Additions						
10	Interest Earned					
11	Other (Explain)					
12	Total Additions		-			
Deductions						
13	Bank Charges					
14	Other (Explain)					
15	Total deductions		-			
16	Net Reconciling items		-			
17	Adjusted Board Secretary's Balance As of				* -	
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>						
Page 3h-e						

Form A - 149

Bank Reconciliation

Bank Name	WSFS Bank	Prepared by Date:
Account number	9500064390	
Statement Date	November 30, 2022	
Fund/Funds	FSA account	

1		Balance per Bank				2,960.88
		Reconciling Items				
		Additions				
		Deposits in transit				
	2a	Date				
	2b	Amount				
	2c					
	2d					
	2	total D.I.T.'s				
	3	Total Additions				
		Deductions				
	4	Outstanding Checks				
	5	(attached list)		0.00		
	6	Other - due current fund		0.00		
	6	Total Deductions			0.00	
	7	Net Reconciling Items				0.00
8		Adjusted Balance per Bank As of		November 30, 2022		2,960.88
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 9-31-22

**FUND-10**

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

2,329,957.10

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

<b>Prior year diff 6-30-22</b>	344,704.97
Audit adj - 6-30-21	
July - June serv charges	(14.00)
<b>WIRE /PAYROLL POSTING</b>	
Sept transfer -9-28-22	(2,850.00)
Sept transfer -9-28-22	(596.68)
Sept transfer -9-28-22	(696.98)
Paryroll transfers	2,319.14

---

342,866.45

cash per Treasurer school monies report

2,672,823.55



FUND 20                    20  
cash per Board Secretary's Report                    -                    (41,108.91)

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

Prior year diff 6-30-21                    348,025.92  
    Audit adj - 6-30-21                                       348,025.92

cash per Treasurer school monies report                    306,917.01

**FUND 30**

**cash per Board Secretary's Report**

(48,624.56)

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

**Prior year diff 6-30-21**

64,946.95

Audit adj - 6-30-21

Due to current fund -payroll charges

Due to current fund disb adj

trnsfer from general fund

fund 30 acct check

**Interest**

18.41

64,965.36

**cash per Treasurer school monies report**

**16,340.80**

**FUND 40**

**cash per Board Secretary's Report** \_\_\_\_\_ (8,446.40)

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

**Prior year diff 6-30-21** 48,810.86

Audit adj - 6-30-21

48,810.86

**cash per Treasurer school monies report** 40,364.46

MISC  
FUND 60  
cash per Balance Sheet.

224,191.50

**NEEDED GENERAL LEDGER ADJUSTMENTS:**

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

15,608.49

cash per Treasurer school monies report

239,799.99

BEVERLY CITY SCHOOLS  
 OUSTANDING CHECK LIST

9/30/2022

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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OPERATING ACCOUNT

-

PAGE 1

16502	34.65	26376	
17961	867.83	26380	9,846.00
18116	1,605.20	26402	3,743.25
18815	7.50	26425	7,830.00
18870	180.00	26431	9,900.30
19035	600.00	26432	7,500.00
19086	437.50	26444	3,430.35
19652	12.40	26445	21.50
19653	14.20	26521	2,100.00
21136	391.68		
21845	32,981.00	26550	898.00
22596	11,720.00	26556	75.00
22605	36,399.00	26561	421.35
22976	8,287.50	26563	527.50
23357	166,061.03	26586	195.00
23367	200.00	6597	1,910.89
23992	500.00	26598	481.46
24114	31,023.70	26599	247.51
24156	158.00	26611	58,981.95
24160	21.1		
24731	500.00		
24842	1,250.00		
24854	39,871.00		
24905	1,150.00		
25021	5,793.48		
25589	23,500.20		
25792	437.00		
25889	300.00		
25922	535.50		
25923	495.00		
26072	16.24		
26242	421.16		

365,771.87

108,110.06

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BEVERLY CITY SCHOOLS  
OUTSTANDING CHECK LIST

9/30/2022

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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OPERATING ACCOUNT

PAGE 2

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BEVERLY CITY SCHOOLS  
OUTSTANDING CHECK LIST

9/30/2022

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT	
						<u>473,881.93</u>
			TOTAL OPERATING ACCT OS			
	36,009.22					
				BEG BAL OS CKS		499,521.39
				ISSUED		350,680.56
				CASHED		(376,320.02)
				void		
						<u>473,881.93</u>
						-

BEVERLY CITY SCHOOLS  
 OUSTANDING CHECK LIST

9/30/2022

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
<u>NET PAYROLL ACCOUNT</u>					
202822	182.23				
205215	167.61				
206123	984.06				
206225	539.01				
207363	128.39				
209414	1,470.75				
211739	85.80				
212824	5.27				
214204	87.25				
214205	198.20				
216090	963.13				
216862	307.27				
217139	138.20				
217513					
218176	85.82				
218362	448.05				
218410	744.57				
	<u>6,535.61</u>		<u>-</u>		<u>-</u>
TOTAL O/S CHECKS -PAYROLL ACCT					<u>6,535.61</u>
		BEG BAL OS CKS			5,791.04
				ISSUED	16,248.22
				CASHED	(15,503.65)
	15,503.65				<u>6,535.61</u>
	744.57				

BEVERLY CITY SCHOOLS  
 OUSTANDING CHECK LIST

9/30/2022

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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PAYROLL AGENCY

10539	14.20				
11994	400.00				
12267	400.00				
12268	272.86				
12269	4,919.16				
12271	100.00				
12272	3,904.11				
12273	700.00				
12274	1,391.36				
12275	325.00				

12,426.69

BEG BAL OS CKS	3,784.32
ISSUED	32,671.37
CASHED	(24,029.00)
void	
	<u>12,426.69</u>

BEVERLY CITY SCHOOLS  
OUTSTANDING CHECK LIST

9/30/2022

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

18

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\_\_\_\_\_  
\_\_\_\_\_

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

# Beverly City Board of Education Monthly Transfer Report

va\_s1701  
10/15/2022

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
<b>INSTRUCTION</b>									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	1,816,191.00	0.00	1,816,191.00	181,619.10	( 110,000.00)	-6.06	71,619.10	162,748.49
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	678,473.00	0.00	678,473.00	67,847.30	150,504.00	22.18	218,351.30	153,147.53
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	22,000.00	0.00	22,000.00	2,200.00	0.00	0.00	2,200.00	19,959.98
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INSTRUCTIONAL EXPENSE</b>		<b>2,516,664.00</b>	<b>0.00</b>	<b>2,516,664.00</b>					<b>335,856.00</b>
<b>UNDISTRIBUTED EXPENDITURES</b>									
Tuition	11-000-100-XXX	3,191,959.00	0.00	3,191,959.00	319,195.90	0.00	0.00	319,195.90	305,631.55
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	484,085.00	0.00	484,085.00	48,408.50	0.00	0.00	48,408.50	76,902.14
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	233,502.00	0.00	233,502.00	23,350.20	13,100.00	5.61	36,450.20	15,346.88
General Administration	1X-000-230-XXX	255,588.00	0.00	255,588.00	25,558.80	0.00	0.00	25,558.80	39,099.12
School Administration	1X-000-240-XXX	33,441.00	0.00	33,441.00	3,344.10	0.00	0.00	3,344.10	6,508.20
Central Services & Administrative Information Technology	1X-000-25X-XXX	142,638.00	0.00	142,638.00	14,263.80	0.00	0.00	14,263.80	4,723.40
Operation and Maintenance of Plant Services	1X-000-26X-XXX	657,256.00	0.00	657,256.00	65,725.60	0.00	0.00	65,725.60	313,674.50
Student Transportation Services	1X-000-270-XXX	496,515.00	0.00	496,515.00	49,651.50	( 33,604.00)	-6.77	16,047.50	166,174.29
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,133,356.00	0.00	1,133,356.00	113,335.60	( 20,000.00)	-1.76	93,335.60	137,290.71
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Beverly City Board of Education

## Monthly Transfer Report

va\_s1701  
10/15/2022

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNDISTRIBUTED EXPENSE</b>		<b>6,628,340.00</b>	<b>0.00</b>	<b>6,628,340.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,065,350.79</b>
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>9,145,004.00</b>	<b>0.00</b>	<b>9,145,004.00</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>1,401,206.79</b>
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	800,000.00	0.00	800,000.00	0.00	0.00	0.00	0.00	689,711.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>804,000.00</b>	<b>0.00</b>	<b>804,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>693,711.00</b>
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
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>9,949,004.00</b>	<b>0.00</b>	<b>9,949,004.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,094,917.79</b>

\_\_\_\_\_  
School Business Administrator Signature

\_\_\_\_\_  
Date

va\_po04.102317  
10/15/2022

# 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	Entered By	Approval Status (2 needed)	PO Amount
23-00311		3424/THE RICHLAND-KNOWLES AGENCY	11-000-262-590- -	OPER MISC PURCHASE	10/20/22	1 DBRYSONREQ	CR-	1,090.00
			11-000-291-210- -	GROUP INSURANCE	10/20/22	1 DBRYSONREQ	CR-	8,994.00
Total For 2 Transactions On PO# 23-00311								\$10,084.00

### Report Totals

Current Entered \$10,084.00  
 Prior Entered \$0.00  
 Total Entered \$10,084.00

11/03/2022

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

va\_po04.102317  
10/28/2022

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
23-00312		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	2,213.76
23-00313		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	2,981.39
23-00314		3194/NEW MANAGEMENT, INC.	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	101.00
23-00315		1294/CINNAMINSON TOWNSHIP SCHOOL	11-000-100-562-	TUITION-LEA SPECIAL EDUC	10/28/22	1 DBRYSONREQ	CR-	91,500.54
23-00316		3740/SPEECH LANGUAGE ASSOCIATES,	11-000-216-320-	SPEECH/OT/PT PROF SER	10/28/22	1 DBRYSONREQ	CR-	90.00
23-00317		3674/J LEIGH C, LLC	11-000-216-320-	SPEECH/OT/PT PROF SER	10/28/22	1 DBRYSONREQ	CR-	1,065.63
23-00318		3712/PROGRESSIVE THERAPY OF NJ,	11-000-216-320-	SPEECH/OT/PT PROF SER	10/28/22	1 DBRYSONREQ	CR-	3,150.00
23-00319		1266/B.C.S.S.D.	11-000-100-565-	TUITION-CSSD & DAY	10/28/22	1 DBRYSONREQ	CR-	274,554.00
23-00320		3583/JAY'S LANDSCAPING,LLC	11-000-262-420-	OPER CONTRACT	10/28/22	1 DBRYSONREQ	CR-	2,589.20
23-00321		3206/ATLANTIC BUSINESS PRODUCTS	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	90.70
23-00322		3159/MDG ENVIRONMENTAL, LLC	11-000-261-420-	MAINT CLEANING/REPAIRS	10/28/22	1 DBRYSONREQ	CR-	750.00
23-00323		1858/EDUCATIONAL SERVICES UNIT	11-000-216-320-	SPEECH/OT/PT PROF SER	10/28/22	1 DBRYSONREQ	CR-	10,000.00
23-00324		1641/COLORCRAFT SIGN COMPANY	11-000-230-610-	GEN ADMIN-SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	400.00
23-00325		3171/NAFIS	11-000-223-500-	OTHER PURCHASED	10/28/22	1 DBRYSONREQ	CR-	350.00
23-00326		3654/CEGANGA LEARNING	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	231.00
23-00327		3613/NJAPSA MEMBERSHIP	11-000-219-890-	CST MISC EXPENSES	10/28/22	1 DBRYSONREQ	CR-	2,305.00
23-00328		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420-	MAINT CLEANING/REPAIRS	10/28/22	1 DBRYSONREQ	CR-	4,980.00



# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
10/28/2022

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount	
23-00329		1815/BEVERLY SEWERAGE AUTHORITY	11-000-262-490-	OTH-PURPROP	10/28/22	1 DBRYSONREQ	CR-	177.00	
23-00330		3074/DISCOVERY EDUCATION	11-190-100-340-	PURCHASED TECH SVC	10/28/22	1 DBRYSONREQ	CR-	3,576.19	
23-00331		3197/DECKER EQUIPMENT, INC.	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	1,127.30	
23-00332		2984/STAPLES ADVANTAGE	11-000-230-610-	GEN ADMIN-SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	314.88	
23-00333		3665/CINNAMINSON TWP. PUBLIC	11-000-270-515-	TRANS SP ED JOINT AGREE	10/28/22	1 DBRYSONREQ	CR-	19,818.83	
23-00334		3518/E3 MIDLANTIC TECHNOLOGIES	11-000-213-610-	HEALTH SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	234.00	
23-00335		2413/BARNES & NOBLE INC.	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	19.49	
23-00336		1059/GENERAL CHEMICAL CO.	11-000-261-610-	MAINT SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	2,189.36	
23-00337		1059/GENERAL CHEMICAL CO.	11-000-261-610-	MAINT SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	66.40	
23-00338		1059/GENERAL CHEMICAL CO.	11-000-261-610-	MAINT SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	411.52	
23-00339		2473/GRAINGER	11-000-261-420-	MAINT CLEANING/REPAIRS	10/28/22	1 DBRYSONREQ	CR-	1,583.43	
23-00340		2842/W.B. MASON CO. INC.	11-190-100-610-	GENERAL SUPPLIES	10/28/22	1 DBRYSONREQ	CR-	1,494.90	
<b>Report Totals</b>									
								<b>Current Entered</b>	<b>\$428,365.52</b>
								<b>Prior Entered</b>	<b>\$0.00</b>
								<b>Total Entered</b>	<b>\$428,365.52</b>

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
11/15/2022

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

PO#	Control#	Vendor#Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00341		1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -	OPER CONTRACT	11/17/22	1 DBRYSONREQ	CR-	2,920.00

**Report Totals**

Current Entered \$2,920.00  
 Prior Entered \$0.00  
 Total Entered \$2,920.00

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
11/17/2022

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00342		1795/SCHOOL HEALTH CORP	11-000-213-610- -	HEALTH SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	549.00
23-00343		3487/PEARSON CLINICAL	11-000-216-610- -	SPEECH SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	200.00
23-00344		2535/PEARSON ASSESSMENTS	11-000-219-104-01- -	CST EVALUATIONS	11/17/22	1 DBRYSONREQ	CR-	478.90
23-00345		2709/AMERICAN KITCHEN MACHINERY	60-910-310-420- -	FOOD SERV EQP REPAIR	11/17/22	1 DBRYSONREQ	CR-	440.34
23-00346		3632/RMR SERVICES & REPAIR, LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	11/17/22	1 DBRYSONREQ	CR-	145.00
23-00347		2272/CLC LOCKSMITHS LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	11/17/22	1 DBRYSONREQ	CR-	405.60
23-00348		3726/KEYSTONE ENGINEERING GROUP,	12-000-400-450- -	FACILITIES-CONSTRUCTION	11/17/22	1 DBRYSONREQ	CR-	3,100.00
23-00349		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420- -	MAINT CLEANING/REPAIRS	11/17/22	1 DBRYSONREQ	CR-	2,065.00
23-00350		3288/PARA PLUS TRANSLATIONS, INC.	11-000-216-320- -	SPEECH/OT/PT PROF SER	11/17/22	1 DBRYSONREQ	CR-	377.25
23-00351		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	11/17/22	1 DBRYSONREQ	CR-	571.65
23-00352		1175/BUREAU OF EDUCATION &	11-000-223-580- -	WORKSHOPS	11/17/22	1 DBRYSONREQ	CR-	279.00
23-00353		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	35.73
23-00354		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	1,100.79
23-00355		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	898.80
23-00356		1752/SCHOOL SPECIALTY , LLC.	11-000-261-610- -	MAINT SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	50.65
23-00357		1752/SCHOOL SPECIALTY , LLC.	11-190-100-610- -	GENERAL SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	438.41
23-00358		1752/SCHOOL SPECIALTY , LLC.	11-190-100-610- -	GENERAL SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	420.26

# Beverly City Board of Education

## Entered Purchase Order Report By PO Number

va\_po04.102317  
11/17/2022

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00359		3620/SCHOOL SAFETY SOLUTIONS	11-000-261-610- -	MAINT SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	135.20
23-00360		3656/SAVVASLEARNING COMPANY,LLC	11-190-100-610- -	GENERAL SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	1,453.90
23-00361		3400/ALLIED 100	11-000-213-610- -	HEALTH SUPPLIES	11/17/22	1 DBRYSONREQ	CR-	1,067.39
			11-000-213-890- -	HEALTH OTHER OBJECTS	11/17/22	1 DBRYSONREQ	CR-	500.00
Total For 2 Transactions On PO# 23-00361								\$1,567.39

### Report Totals

Current Entered \$14,732.87  
 Prior Entered \$0.00  
 Total Entered \$14,732.87

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## Beverly City Board of Education

va\_areq1  
020514  
10/15/2022

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

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Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
23-00311	23-00311	DBRYSONRE Q	THE RICHLAND-KNOWLES AGENCY	000	10,084.00

## Beverly City Board of Education

# 29 Fully Approved Requisitions converted into Entered Purchase Orders.

va\_areq1  
020514  
10/28/2022

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00312	23-00312	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	ANNEX	2,213.76
23-00313	23-00313	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	ANNEX	2,981.39
23-00314	23-00314	DBRYSONRE Q	NEW MANAGEMENT, INC.	000	ANNEX	101.00
23-00316	23-00316	DBRYSONRE Q	SPEECH LANGUAGE ASSOCIATES, LLC	000		90.00
23-00317	23-00317	DBRYSONRE Q	J LEIGH C, LLC	000		1,065.63
23-00316	23-00316	DBRYSONRE Q	CINNAMINSON TOWNSHIP SCHOOL	000		91,500.54
23-00318	23-00318	DBRYSONRE Q	PROGRESSIVE THERAPY OF NJ, LLC	000		3,150.00
23-00319	23-00319	DBRYSONRE Q	B.C.S.S.S.D.	000		274,554.00
23-00321	23-00321	DBRYSONRE Q	ATLANTIC BUSINESS PRODUCTS	000	ANDREA SANCHEZ	90.70
23-00322	23-00322	DBRYSONRE Q	MDG ENVIRONMENTAL, LLC	000		750.00
23-00323	23-00323	DBRYSONRE Q	EDUCATIONAL SERVICES UNIT	000		10,000.00
23-00324	23-00324	DBRYSONRE Q	COLORCRAFT SIGN COMPANY	000		400.00
23-00320	23-00320	DBRYSONRE Q	JAY'S LANDSCAPING,LLC	000		2,589.20
23-00325	23-00325	DBRYSONRE Q	NAFIS	000		350.00
23-00326	23-00326	DBRYSONRE Q	CENGAGE LEARNING	000	KERRRI LAWLER	231.00
23-00327	23-00327	DBRYSONRE Q	NJAPSA MEMBERSHIP	000		2,305.00
23-00328	23-00328	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		4,980.00
23-00329	23-00329	DBRYSONRE Q	BEVERLY SEWERAGE AUTHORITY	000		177.00
23-00330	23-00330	DBRYSONRE Q	DISCOVERY EDUCATION	000		3,576.19
23-00331	23-00331	DBRYSONRE Q	DECKER EQUIPMENT, INC.	000	B. CALIMER	1,127.30
23-00332	23-00332	DBRYSONRE Q	STAPLES ADVANTAGE	000	ANDREA SANCHEZ	314.88
23-00333	23-00333	DBRYSONRE Q	CINNAMINSON TWP. PUBLIC SCHOOLS	000		19,818.83
23-00334	23-00334	DBRYSONRE Q	E3 MIDLANTIC TECHNOLOGIES GROUP	000	DELAPENA	234.00
23-00335	23-00335	DBRYSONRE Q	BARNES & NOBLE INC.	000	vespe	19.49
23-00336	23-00336	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		2,189.36
23-00337	23-00337	DBRYSONRE Q	GENERAL CHEMICAL CO.	000	7082	66.40
23-00338	23-00338	DBRYSONRE	GENERAL CHEMICAL CO.	000		411.52

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## Beverly City Board of Education

va\_areq1  
020514  
10/28/2022

# 29 Fully Approved Requisitions converted into Entered Purchase Orders.

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Req#	PO#	Req. by	Vendor	Ship Attention	Total Price
		Q			
23-00339	23-00339	DBRYSONRE	GRAINGER	000	1,583.43
		Q			
23-00340	23-00340	DBRYSONRE	W.B. MASON CO. INC.	000	1,494.90
		Q			

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## Beverly City Board of Education

va\_areq1  
020514  
11/15/2022

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

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Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00341	23-00341	DBRYSONRE Q	BEVAN SECURITY SYSTEMS	000	Jack Dooley	2,920.00



# Beverly City Board of Education

## 20 Fully Approved Requisitions converted into Entered Purchase Orders.

va\_breq1  
020514  
11/17/2022

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00342	23-00342	DBRYSONRE Q	SCHOOL HEALTH CORP	000	delaPena	549.00
23-00343	23-00343	DBRYSONRE Q	PEARSON CLINICAL	000	CAITLIN STONE	200.00
23-00344	23-00344	DBRYSONRE Q	PEARSON ASSESSMENTS	000	CHELSEA LIGHT	478.90
23-00345	23-00345	DBRYSONRE Q	AMERICAN KITCHEN MACHINERY	000		440.34
23-00346	23-00346	DBRYSONRE Q	RMR SERVICES & REPAIR, LLC	000		145.00
23-00347	23-00347	DBRYSONRE Q	CLC LOCKSMITHS LLC	000		405.60
23-00348	23-00348	DBRYSONRE Q	KEYSTONE ENGINEERING GROUP, INC.	000		3,100.00
23-00349	23-00349	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		2,085.00
23-00350	23-00350	DBRYSONRE Q	PARA PLUS TRANSLATIONS, INC.	000		377.25
23-00351	23-00351	DBRYSONRE Q	JAY'S LANDSCAPING,LLC	000		571.65
23-00352	23-00352	DBRYSONRE Q	BUREAU OF EDUCATION & RESEARCH	000	LISA DIPACE	279.00
23-00353	23-00353	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		35.73
23-00354	23-00354	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		1,100.79
23-00355	23-00355	DBRYSONRE Q	GENERAL CHEMICAL CO.	000		898.80
23-00356	23-00356	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	A. SANCHEZ	50.65
23-00357	23-00357	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	M. SPAHR	438.41
23-00358	23-00358	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	BARRIENTOS	420.26
23-00359	23-00359	DBRYSONRE Q	SCHOOL SAFETY SOLUTIONS	000	JUSTIN DOLLARD	135.20
23-00360	23-00360	DBRYSONRE Q	SAVVASLEARNING COMPANY,LLC	000	MELISSA SHAW	1,453.90
23-00361	23-00361	DBRYSONRE Q	ALLIED 100	000	delapena	1,567.39

# Beverly City Board of Education Bills And Claims Report By Vendor Name

# 9E

ve\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type * Multi Remit To Check Name	Check Description or	Check #	Check Amount
<b>Posted Checks</b>							
AMERICAN KITCHEN MACHINERY/ 2709	23-00345	60-910-310-420- / FOOD SERV EQP REPAIR		CF	0215211	26688	440.34
					Total for American Kitchen Machinery/ 2709		\$440.34
B.C.I.T.J 1962	23-00238	11-000-100-563- / TUITION-CO VOC SCHOOL		CP	NOVEMBER 2022	26689	20,124.50
					Total for B.C.I.T.J 1962		\$20,124.50
B.C.S.S.S.D.J 1266	23-00268	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	OCT 2022 - 23-0171	26690	5,749.82
	23-00319	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	SPET-OCT 22-#23-0197	26690	60,249.35
					Total for B.C.S.S.S.D.J 1266		\$65,999.17
BANCROFT NEUROHEALTH/ 3454	23-00171	20-250-100-500- / IDEA TUITION		CP	J.L.-OCT 2022	26691	6,109.00
		20-250-100-500- / IDEA TUITION		CP	J.L.-SEPT 2022	26691	5,498.10
					Total for BANCROFT NEUROHEALTH/ 3454		\$11,607.10
BAYADA NURSES INC/ 2591	23-00159	11-000-213-300- / HEALTH PURCHASED PROFIED		CP	17720717	26692	612.50
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	17738865	26692	1,162.50
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	17756872	26692	943.75
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	17775149	26692	1,487.50
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	17793322	26692	100.00
		11-000-213-300- / HEALTH PURCHASED PROFIED		CP	17793323	26692	1,025.00
					Total for BAYADA NURSES INC/ 2591		\$5,331.25
BEVAN SECURITY SYSTEMS/ 1054	23-00260	12-000-400-450- / FACILITIES-CONSTRUCTION		CF	00118432	26693	30,309.00
	23-00259	12-000-400-450- / FACILITIES-CONSTRUCTION		CF	00118433	26693	16,340.00
					Total for BEVAN SECURITY SYSTEMS/ 1054		\$46,649.00
BEVERLY SEWERAGE AUTHORITY/ 1815	23-00329	11-000-262-490- / OTHPURPROP WATERSEWER		CF	10/01-12/31	26694	177.00
					Total for Beverly Sewerage Authority/ 1815		\$177.00
BONNIE BRAE/ 3713	23-00235	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP	OCT 2022-2022-10	26695	8,600.00
					Total for BONNIE BRAE/ 3713		\$8,600.00

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

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
CDW GOVERNMENT INC./ 2884	23-00298	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	DM28025	26696	655.90
	23-00297	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	DM41816	26696	629.14
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	DN02865	26696	28.42
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	DP37589	26696	235.23
					<b>Total for CDW GOVERNMENT INC./ 2884</b>		<b>\$1,548.69</b>
<b>CINNAMINSON TOWNSHIP SCHOOL DISTRICT/ 1294</b>							
	23-00315	11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	IP-BEV/ESY	26697	3,308.42
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	JMS-BEV/ESY	26697	3,308.42
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	SEP-OCT - IP	26697	5,256.52
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	SEP-OCT - JMS	26697	5,643.42
		11-000-100-562- / TUITION-LEA SPECIAL EDUC		CP	SEP-OCT - ZCB	26697	6,076.80
					<b>Total for CINNAMINSON TOWNSHIP SHCOOL DISTRICT/ 1294</b>		<b>\$23,593.58</b>
<b>CINNAMINSON TWP. PUBLIC SCHOOLS/ 3665</b>							
	23-00333	11-000-270-515- / TRANS SP ED JOINT AGREE		CP	23-037-ESY	26698	2,948.55
					<b>Total for CINNAMINSON TWP. PUBLIC SCHOOLS/ 3665</b>		<b>\$2,948.55</b>
<b>CLC LOCKSMITHS LLC/ 2272</b>							
	23-00347	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	72012	26699	405.60
					<b>Total for CLC LOCKSMITHS LLC/ 2272</b>		<b>\$405.60</b>
<b>COLORCRAFT SIGN COMPANY/ 1641</b>							
	23-00324	11-000-230-610- / GEN ADMIN-SUPPLIES		CF	35304	26700	400.00
					<b>Total for COLORCRAFT SIGN COMPANY/ 1641</b>		<b>\$400.00</b>
<b>COMCAST CABLEVISION/ 1792</b>							
	23-00076	11-190-100-340- / PURCHASED TECH SVC		CP	8499 05 117 0029668	26701	351.17
		11-190-100-340- / PURCHASED TECH SVC		CP	8499 05 117 0032811	26701	113.17
					<b>Total for COMCAST CABLEVISION/ 1792</b>		<b>\$464.34</b>
<b>DAVID B. RUBIN, PC/ 3421</b>							
	23-00122	11-000-230-331- / GEN ADMIN-LEGAL SVC		CP	18414 - 1021/1101	26702	265.00
					<b>Total for DAVID B. RUBIN, PC/ 3421</b>		<b>\$265.00</b>

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

Run on 11/17/2022 at 12:51:03 PM

# Beverly City Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
DISCOUNT SCHOOL SUPPLY/ 1556	23-00191	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	P41706620101	26703	485.37
					Total for DISCOUNT SCHOOL SUPPLY/ 1556		\$485.37
DISCOVERY EDUCATION/ 3074	23-00330	11-190-100-340- / PURCHASED TECH SVC		CF	CINV-071641	26704	3,576.19
					Total for DISCOVERY EDUCATION/ 3074		\$3,576.19
EDUCATIONAL SERVICES UNIT/ 1858	23-00323	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-PT-220930	26705	596.00
	23-00236	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	BEV-PT221015	26705	596.00
		11-000-270-518- / TRANS ESC SP ED CONTRACT		CP	NOV 22-23E0241	26705	7,995.78
		11-000-270-518- / TRANS ESC SP ED CONTRACT		CP	OCT 22-23E-0169	26705	7,969.87
					Total for EDUCATIONAL SERVICES UNIT/ 1858		\$17,157.65
FILEBANK INC./ 2887	23-00079	11-000-251-340- / BUS OFF PURCH TECH SERV		CP	DEC 2022	26706	115.02
					Total for FILEBANK INC./ 2887		\$115.02
GARFIELD PARK ACADEMY INC/ 2361	23-00170	20-250-100-500- / IDEA TUITION		CP	DEC 2022- 1-1 MOC	26707	2,533.00
		20-250-100-500- / IDEA TUITION		CP	DEC 2022-MOC	26707	5,711.83
					Total for GARFIELD PARK ACADEMY INC/ 2361		\$8,244.83
GENERAL CHEMICAL CO./ 1059	23-00336	11-000-261-610- / MAINT SUPPLIES		CP	321766	26708	1,858.96
	23-00353	11-000-261-610- / MAINT SUPPLIES		CF	321767	26708	35.73
	23-00338	11-000-261-610- / MAINT SUPPLIES		CF	321993	26708	411.52
	23-00337	11-000-261-610- / MAINT SUPPLIES		CF	322353	26708	66.40
					Total for GENERAL CHEMICAL CO./ 1059		\$2,372.61
GENERAL FIRE SALES & SERVICE/ 1323	23-00118	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	32979	26709	201.45
					Total for GENERAL FIRE SALES & SERVICE/ 1323		\$201.45
GLOUCESTER COUNTY SPECIAL SVC./ 1914	23-00271	11-000-100-565- / TUITION-CSSD & DAY SCHOO		CP	OCT 22-3V0956	26710	360.00
	23-00270	11-000-270-515- / TRANS SP ED JOINT AGREE		CP	SEPT 2022-3V0779	26710	4,830.79
					Total for GLOUCESTER COUNTY SPECIAL SVC./ 1914		\$5,190.79

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

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# Beverly City Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
GOTTLIEB, JODI/ 3203	23-00176	20-490-200-100- / ESSER III BEYOND SALARY		CP	OCTOBER 2022-1003/1028	26711	14,400.00
					Total for GOTTLIEB, JODI/ 3203		\$14,400.00
GRAINGER/ 2473	23-00339	11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9476017950	26712	57.96
		11-000-261-420- / MAINT CLEANING/REPAIRS		CF	9476929238	26712	57.96
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9476929246	26712	153.29
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9482603397	26712	700.09
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9488679375	26712	313.26
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9488679383	26712	300.87
					Total for GRAINGER/ 2473		\$1,583.43
GST TRANSPORT, CORP./ 2738	23-00237	11-000-270-511- / TRANS CONT SVS REG		CP	NOV 2022	26713	3,360.78
					Total for GST Transport, Corp./ 2738		\$3,360.78
HEALTH RESERVES, LLC./ 3676	23-00077	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	1004/1027	26714	4,420.00
					Total for HEALTH RESERVES, LLC./ 3676		\$4,420.00
HORIZON DENTAL OPTION PLAN/ 2999	23-00125	11-000-291-270- / OTHER HEALTH BENEFITS		CP	300422993-NOV 2022	26715	3,713.52
					Total for Horizon Dental Option Plan/ 2999		\$3,713.52
J LEIGH C, LLC/ 3674	23-00317	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	726/1031	26716	1,065.63
					Total for J LEIGH C, LLC/ 3674		\$1,065.63
J.W. PEPPER & SON INC./ 2555	23-00149	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	364384217	26717	92.97
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	364384765	26717	55.98
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	364385870	26717	872.99
					Total for J.W. PEPPER & SON INC./ 2555		\$1,021.94
JAY'S LANDSCAPING, LLC/ 3583	23-00302	11-000-262-420- / OPER CONTRACT SERVICES		CP	71552	26718	1,660.00
		11-000-262-420- / OPER CONTRACT SERVICES		CF	71553	26718	350.00

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

Run on 11/17/2022 at 12:51:03 PM

# Beverly City Board of Education

## Bills And Claims Report By Vendor Name

va\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
JESUS THE GOOD SHEPARD PARISH/ 3259	23-00320	11-000-262-420- / OPER CONTRACT SERVICES		CF	73235	26718	1,339.00
		11-000-262-420- / OPER CONTRACT SERVICES		CP	73236	26718	350.20
		11-000-262-420- / OPER CONTRACT SERVICES		CP	73757	26718	900.00
				Total for JAY'S LANDSCAPING,LLC/ 3583			\$4,599.20
JONES, AMIE/ 3596	23-00129	11-000-262-420- / OPER CONTRACT SERVICES		CP	NOVEMBER 2022	26719	1,531.16
		11-000-262-420- / OPER CONTRACT SERVICES		CP	OCTOBER 2022	26719	1,531.16
				Total for JESUS THE GOOD SHEPARD PARISH/ 3259			\$3,062.32
KEYBOARD CONSULTANTS INC/ 3046	23-00177	20-280-100-100- / T-4 SALARIES		CP	10/14/2022	26720	576.00
		20-280-100-100- / T-4 SALARIES		CP	10/28/2022	26720	576.00
				Total for JONES, AMIE/ 3596			\$1,152.00
KEYSTONE ENGINEERING GROUP, INC./ 3726	23-00242	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF	88738	26721	3,664.00
				Total for KEYBOARD CONSULTANTS INC/ 3046			\$3,664.00
LEARNING A-Z/ 3367	23-00348	12-000-400-450- / FACILITIES-CONSTRUCTION		CF	2202001	26722	3,100.00
				Total for KEYSTONE ENGINEERING GROUP, INC./ 3726			\$3,100.00
LEXISNEXIS RISK SOLUTIONS FL INC./ 3573	23-00300	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	5985928	26723	128.00
				Total for LEARNING A-Z/ 3367			\$128.00
LOWE'S/ 3138	23-00078	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	NOVEMBER 2022	26724	92.89
				Total for LEXISNEXIS RISK SOLUTIONS FL INC./ 3573			\$92.89
MDG ENVIRONMENTAL, LLC/ 3159	23-00082	11-000-261-610- / MAINT SUPPLIES		CP	905789	26725	104.49
				Total for LOWE'S/ 3138			\$104.49
NAFIS/ 3171	23-00322	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	22-285	26726	750.00
				Total for MDG ENVIRONMENTAL, LLC/ 3159			\$750.00

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

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# Beverly City Board of Education Bills And Claims Report By Vendor Name

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11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount		
<b>Posted Checks</b>									
NETWORK SUPPORT LLC/ 2672	23-00325	11-000-223-500- / OTHER PURCHASED SERVICES		CF	2022-2023	26727	350.00		
			Total for NAFIS/ 3171						\$350.00
			23-00084	11-190-100-340- / PURCHASED TECH SVC	CP	2069	26728	1,060.00	
					CP	2070	26728	742.00	
					CP	2071	26728	357.50	
					CP	2072	26728	1,272.00	
					CP	2073	26728	848.00	
					CP	2074	26728	901.00	
					CP	2075	26728	195.00	
					Total for Network Support LLC/ 2672				
NJ AMERICAN WATER CO./ 1140	23-00121	11-000-262-300- / OPER PURCH PROF/TECH SVS	CP	10/25/2022	26729	455.49			
			Total for NJ AMERICAN WATER CO./ 1140						\$455.49
NJAPSA MEMBERSHIP/ 3613	23-00327	11-000-219-890- / CST MISC EXPENSES	CF	NDCOHORTMEMBER 22-23	26730	2,305.00			
			Total for NJAPSA MEMBERSHIP/ 3613						\$2,305.00
NUTRI-SERVE FOOD MGMT/ 2821	23-00240	60-910-310-500- / FOOD SERVICE COSTS	CP	930090322	26731	2,474.67			
			CP	930091022	26731	5,577.71			
			CP	930100822	26731	5,094.01			
			CP	930101522	26731	3,809.03			
			CP	930102222	26731	7,032.67			
			CP	930102922	26731	5,825.38			
			CP	930110522	26731	5,116.77			
			Total for NUTRI-SERVE FOOD MGMT/ 2821						\$34,930.24
			PALMYRA BOARD OF EDUCATION/ 1249	23-00203	11-000-100-561- / TUITION-LEA REGULAR	CP	NOV 2022	26732	107,812.00
						CP	NOV 2022	26732	33,693.70
Total for PALMYRA BOARD OF EDUCATION/ 1249						\$141,505.70			
PARA PLUS TRANSLATIONS, INC./ 3268									

\* 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  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
	23-00299	11-000-216-320- / SPEECH/OT/PT PROF SER		CP	164831	26733	119.00
		11-000-216-320- / SPEECH/OT/PT PROF SER		CP	164892	26733	283.25
		11-000-216-320- / SPEECH/OT/PT PROF SER		CF	164896	26733	94.00
				Total for PARA PLUS TRANSLATIONS, INC./ 3268			\$496.25
<b>PEARSON ASSESSMENTS/ 2535</b>							
	23-00127	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	90196	26734	10,867.24
				Total for PEARSON ASSESSMENTS-NCS PEARSON, INC./ 2535			\$10,867.24
<b>PROGRESSIVE THERAPY OF NJ, LLC/ 3712</b>							
	23-00318	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	211733	26735	3,150.00
				Total for PROGRESSIVE THERAPY OF NJ, LLC/ 3712			\$3,150.00
<b>PRUDENTIAL INS. CO. - NJEA/ 2395</b>							
	23-00264	11-000-291-270- / OTHER HEALTH BENEFITS		CP	0021867202-dec 2022	26736	393.15
				Total for PRUDENTIAL INS. CO. - NJEA/ 2395			\$393.15
<b>PSE &amp; G/ 1141</b>							
	23-00085	11-000-262-622- / OPER ENERGY - ELECTRICIT		CP	- ELECTRICIT 10/26/2022	26737	3,602.62
		11-000-262-621- / OPER ENERGY - GAS		CP	- GAS 10/26/2022	26737	1,017.43
		11-000-262-622- / OPER ENERGY - ELECTRICIT		CP	ACT 7604148905- 927/1018	26737	971.44
				Total for PSE & G/ 1141			\$5,591.49
<b>RIVELL, LLC/ 3715</b>							
	23-00083	11-190-100-500- / OTHER PURCHASED SVC		CP	2684	26738	780.89
				Total for RIVELL, LLC/ 3715			\$780.89
<b>RMR SERVICES &amp; REPAIR, LLC/ 3632</b>							
	23-00346	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	19413	26739	145.00
				Total for RMR SERVICES & REPAIR, LLC/ 3632			\$145.00
<b>SCHOLASTIC, INC./ 1014</b>							
	23-00182	11-190-100-640- / TEXTBOOKS INSTRUCTION		CF	IM7300396 4	26740	809.59
		11-190-100-640- / TEXTBOOKS INSTRUCTION		CP	IM7301406 7	26740	1,034.93
				Total for SCHOLASTIC, INC./ 1014			\$1,844.52
<b>SCHOOL SAFETY SOLUTIONS/ 3620</b>							
	23-00359	11-000-261-610- / MAINT SUPPLIES		CF	11976	26741	135.20
				Total for SCHOOL SAFETY SOLUTIONS/ 3620			\$135.20

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

Run on 11/17/2022 at 12:51:03 PM



# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
SCHOOL SPECIALTY , LLC./ 1752							
	23-00218	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131066974	26742	98.74
	23-00028	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131198049	26742	5.27
	23-00312	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208131299149	26742	2,213.76
	23-00222	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208131354618	26742	0.33
	23-00218	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208131354748	26742	0.33
	23-00208	11-000-219-610- / CST SUPPLIES		CF	208131363800	26742	3,571.12
	23-00221	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308104174587	26742	99.82
	23-00219	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	308104176804	26742	93.17
	23-00222	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	308104183239	26742	71.81
		<b>Total for SCHOOL SPECIALTY, LLC./ 1752</b>					<b>\$6,154.35</b>
SIMONE, CATHERINE/ 3576							
	23-00178	20-488-200-300- / ESSER III ACCEL LEARN PU		CP	101711022	26743	6,000.00
		20-488-200-300- / ESSER III ACCEL LEARN PU		CP	102311105	26743	6,000.00
		<b>Total for SIMONE, CATHERINE/ 3576</b>					<b>\$12,000.00</b>
SPEECH LANGUAGE ASSOCIATES, LLC/ 3740							
	23-00316	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	1345	26744	90.00
		<b>Total for SPEECH LANGUAGE ASSOCIATES, LLC/ 3740</b>					<b>\$90.00</b>
STAPLES ADVANTAGE/ 2984							
	23-00332	11-000-230-610- / GEN ADMIN-SUPPLIES		CP	3523025386	26745	66.34
		<b>Total for Staples Advantage/ 2984</b>					<b>\$66.34</b>
STATE OF NJ HEALTH BENEFITS PR/ 2394							
	23-00202	11-000-291-270- / OTHER HEALTH BENEFITS		HP	NOVEMBER 2022	112022	61,451.12
		20-218-200-200- / PSEA EMP BENEFITS		HP	NOVEMBER 2022	112022	10,930.00
		<b>Total for STATE OF NJ HEALTH BENEFITS PR/ 2394</b>					<b>\$72,381.12</b>
SYSTEMS 3000/ 1001							
	23-00109	11-000-252-340- / AIT PUR TECH SERV		CP	H22122127- ANNUAL HOST&BACKUP	26746	5,457.00
		11-000-252-340- / AIT PUR TECH SERV		CP	P222891787-PORTAL 7/1-12/30/22	26746	432.00
		<b>Total for SYSTEMS 3000/ 1001</b>					<b>\$5,889.00</b>
TALK TOOLS/ 3730							

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

Run on 11/17/2022 at 12:51:03 PM

# Beverly City Board of Education Bills And Claims Report By Vendor Name

va\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>	23-00088	11-000-223-580- / WORKSHOPS		CF	65354	26747	500.00
					Total for TALK TOOLS/ 3730		\$500.00
<b>VERIZON/ 1139</b>	23-00123	11-190-100-500- / OTHER PURCHASED SVC		CP	10/27/2022	26748	140.58
					Total for VERIZON/ 1139		\$140.58
<b>VESPE, FRANK/ 3731</b>	23-00179	20-491-200-100- / ESSER III MENTAL		CP	NOVEMBER 2022	26749	8,850.10
					Total for VESPE, FRANK/ 3731		\$8,850.10
<b>W.B. MASON CO. INC./ 2842</b>	23-00340	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	234087152	26750	1,326.90
					Total for W.B. MASON CO. INC./ 2842		\$1,326.90
<b>WASTE MANAGEMENT OF NJ/ 1169</b>	23-00124	11-000-262-420- / OPER CONTRACT SERVICES		CP	3091937-0502-2	26751	987.25
					Total for WASTE MANAGEMENT OF NEW JERSEY/ 1169		\$987.25
<b>WESTERN PEST SERVICES/ 2521</b>	23-00080	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	NOV 2022-8069540	26752	198.50
					Total for WESTERN PEST SERVICES/ 2521		\$198.50
<b>XEROX CORPORATION/ 3443</b>	23-00110	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	017413041	26753	401.13
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	OCT 2022	26753	138.24
					Total for XEROX CORPORATION/ 3443		\$539.37
<b>XTEL COMMUNICATIONS/ 2813</b>	23-00081	11-190-100-500- / OTHER PURCHASED SVC		CP	223042349-11/1/2022	26754	1,896.73
					Total for XTEL COMMUNICATIONS/ 2813		\$1,896.73
<b>ZANER BLOSER CO./ 1011</b>	23-00139	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	10352411	26755	425.10
					Total for ZANER BLOSER CO./ 1011		\$425.10
					Total for Posted Checks		\$591,887.24

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

Run on 11/17/2022 at 12:51:03 PM

# Beverly City Board of Education Bills And Claims Report By Vendor Name

ve\_bill5.102317  
11/17/2022

Check Date is 11/18/2022

*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 11/17/2022 at 12:51:03 PM

## Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$378,132.51		\$61,451.12		\$439,583.63
10	12	\$49,749.00				\$49,749.00
Fund 10	TOTAL	\$427,881.51		\$61,451.12		\$489,332.63
20	20	\$56,254.03		\$10,930.00		\$67,184.03
60	60	\$35,370.58				\$35,370.58
GRAND	TOTAL	\$519,506.12	\$0.00	\$72,381.12	\$0.00	\$591,887.24

Chairman Finance Committee

Member Finance Committee

# Beverly City Board of Education Bills And Claims Report By Account Number

*FOR  
NOV 2022  
BIM*

va\_bill1.081021  
10/15/2022

for Batch 52 and Check Date is 10/20/2022

Account #	Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>POSTED CHECKS</b>								
11-000-262-590- -	OPER MISC PURCHASE	23-00311		3424 / THE RICHLAND-KNOWLES AGENCY	CF	INVOICE 1682	27000	1,090.00
11-000-291-210- -	GROUP INSURANCE	23-00311		3424 / THE RICHLAND-KNOWLES AGENCY	CF	INVOICE 1682	27000	8,994.00
<b>Total for Posted Checks</b>								<b>\$10,084.00</b>

# Beverly City Board of Education Bills And Claims Report By Account Number

va\_bill1.081021  
10/15/2022

for Batch 52 and Check Date is 10/20/2022

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 10/20/2022 at 01:35:51 PM be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

**Fund Summary**

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$10,084.00				\$10,084.00
<b>GRAND</b>	<b>TOTAL</b>	\$10,084.00	\$0.00	\$0.00	\$0.00	\$10,084.00

Chairman Finance Committee      Member Finance Committee

# Beverly City Board of Education Bills And Claims Report By Account Number

va\_bill1.081021  
10/28/2022

*For  
Nov 2022  
BM.*

for Batch 52 and Check Date is 10/28/2022

Account #	Description	PO #	Inv #	Vendor # / Name	Check Type * Multi Remit To Check Name	Check Description or	Check#	Check Amount
11-000-291-250- -	UNEMPLOYMENT COMPENSATIO	PRL-FICA		1704 / PAYROLL PURCHASE ORDER HP		Bd share Fica-3Q 2022	32022	1,547.62
Total for 11-000-291-250- - UNEMPLOYMENT COMPENSATIO								\$1,547.62
Total for Posted Checks								\$1,547.62

**POSTED CHECKS**

va\_bill1.081021  
10/28/2022

# Beverly City Board of Education Bills And Claims Report By Account Number

for Batch 52 and Check Date is 10/28/2022

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 10/27/2022 at 02:03:45 PM  
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$1,547.62		\$1,547.62
GRAND	TOTAL	\$0.00	\$0.00	\$1,547.62	\$0.00	\$1,547.62

Chairman Finance Committee Member Finance Committee

# Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	910152022	10/15/2022	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-104- -	910152022	10/15/2022	4,021.30	HEALTH SVC SALARIES
11-000-213-105- -	910152022	10/15/2022	539.92	HEALTH SVCS- CLER SAL
11-000-216-100- -	910152022	10/15/2022	3,524.90	SPEECH TEACHER SALARY
11-000-217-106- -	910152022	10/15/2022	1,143.00	EXTRAORD PARA SAL
11-000-218-105- -	910152022	10/15/2022	674.70	GUID SECY/CLER SALARIES
11-000-219-104- -	910152022	10/15/2022	8,424.86	CST SALARIES
11-000-219-105- -	910152022	10/15/2022	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	910152022	10/15/2022	8,333.00	CURR/INSTR SALARIES
11-000-221-104- -	910152022	10/15/2022	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	910152022	10/15/2022	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	910152022	10/15/2022	248.60	CI OTHER SALARIES
11-000-230-100- -	910152022	10/15/2022	6,013.25	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	910152022	10/15/2022	206.29	TREASURER SALARIES
11-000-230-105- -	910152022	10/15/2022	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	910152022	10/15/2022	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	910152022	10/15/2022	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	910152022	10/15/2022	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	910152022	10/15/2022	2,932.39	OPER/CUST SALARIES
11-000-262-110-OT -	910152022	10/15/2022	2,756.83	OPER/CUSTODIAL OT
11-000-266-100- -	910152022	10/15/2022	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	910152022	10/15/2022	1,308.93	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	910152022	10/15/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	910152022	10/15/2022	3,502.96	KNDG TEACHER SALARIES
11-120-100-101- -	910152022	10/15/2022	31,955.16	GR. 1-5 TEACHER SALARIES
11-130-100-101- -	910152022	10/15/2022	21,569.41	GR. 6-8 TEACHER SALARIES
11-150-100-101- -	910152022	10/15/2022	640.00	HOME INSTRUCT SALARIES T
11-190-100-106- -	910152022	10/15/2022	14,852.85	OTHER SALARIES-INSTR
11-204-100-101- -	910152022	10/15/2022	7,435.70	LLD TEACHER SALARIES
11-204-100-106- -	910152022	10/15/2022	3,777.97	LLD PARA SALARY
11-213-100-101- -	910152022	10/15/2022	9,276.45	RR TEACHER SALARIES
11-230-100-101- -	910152022	10/15/2022	4,036.49	BSC SKILLS TEACHER SALAR
11-240-100-101- -	910152022	10/15/2022	2,555.00	BILINGUAL TEACHER SALARI
20-218-100-101- -	910152022	10/15/2022	13,074.50	PSEA TEACHER SAL
20-218-100-106- -	910152022	10/15/2022	2,286.00	PSEA AIDES SAL
20-218-200-102- -	910152022	10/15/2022	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	910152022	10/15/2022	1,581.57	PRE-K SALARIES OF SUPERV
20-218-200-104- -	910152022	10/15/2022	565.00	PSEA OTHER PROF SAL
20-218-200-105- -	910152022	10/15/2022	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	910152022	10/15/2022	1,709.69	OTHER SALARIES
20-218-200-173- -	910152022	10/15/2022	610.79	PEA SS CMTY PARENT INV S
20-218-200-176- -	910152022	10/15/2022	4,473.35	PEA SS MASTER TEACHERS
20-231-100-101- -	910152022	10/15/2022	4,013.69	TITLE I TEACHER SALARIES
20-487-100-100- -	910152022	10/15/2022	11,749.35	ARP-ESSER SALARY
<b>Total # of Payments</b>	<b>44.00</b>	<b>Total Check Amount</b>	<b>195,581.14</b>	



# Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	910302022	10/28/2022	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-104- -	910302022	10/28/2022	4,021.30	HEALTH SVC SALARIES
11-000-213-105- -	910302022	10/28/2022	539.92	HEALTH SVCS- CLER SAL
11-000-216-100- -	910302022	10/28/2022	3,524.90	SPEECH TEACHER SALARY
11-000-217-106- -	910302022	10/28/2022	1,003.72	EXTRAORD PARA SAL
11-000-218-105- -	910302022	10/28/2022	674.70	GUID SECY/CLER SALARIES
11-000-219-104- -	910302022	10/28/2022	8,424.86	CST SALARIES
11-000-219-105- -	910302022	10/28/2022	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	910302022	10/28/2022	8,333.00	CURR/INSTR SALARIES
11-000-221-104- -	910302022	10/28/2022	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	910302022	10/28/2022	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	910302022	10/28/2022	248.60	CI OTHER SALARIES
11-000-230-100- -	910302022	10/28/2022	6,013.25	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	910302022	10/28/2022	206.29	TREASURER SALARIES
11-000-230-105- -	910302022	10/28/2022	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	910302022	10/28/2022	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	910302022	10/28/2022	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	910302022	10/28/2022	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	910302022	10/28/2022	3,089.66	OPER/CUST SALARIES
11-000-262-110-OT -	910302022	10/28/2022	3,165.58	OPER/CUSTODIAL OT
11-000-266-100- -	910302022	10/28/2022	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	910302022	10/28/2022	1,308.93	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	910302022	10/28/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	910302022	10/28/2022	3,502.96	KNDG TEACHER SALARIES
11-110-100-101-01 -	910302022	10/28/2022	18.26	PRESCH/KIND- SUBSTITUTES
11-120-100-101- -	910302022	10/28/2022	31,512.46	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	910302022	10/28/2022	100.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	910302022	10/28/2022	21,569.41	GR. 6-8 TEACHER SALARIES
11-150-100-101- -	910302022	10/28/2022	640.00	HOME INSTRUCT SALARIES T
11-190-100-106- -	910302022	10/28/2022	14,128.25	OTHER SALARIES-INSTR
11-204-100-101- -	910302022	10/28/2022	7,435.70	LLD TEACHER SALARIES
11-213-100-101- -	910302022	10/28/2022	9,276.45	RR TEACHER SALARIES
11-230-100-101- -	910302022	10/28/2022	4,036.49	BSC SKILLS TEACHER SALAR
11-240-100-101- -	910302022	10/28/2022	2,555.00	BILINGUAL TEACHER SALARI
11-401-100-100- -	910302022	10/28/2022	81.00	COCURR SALARIES
20-218-100-101- -	910302022	10/28/2022	13,074.50	PSEA TEACHER SAL
20-218-100-106- -	910302022	10/28/2022	6,012.72	PSEA AIDES SAL
20-218-200-102- -	910302022	10/28/2022	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	910302022	10/28/2022	1,581.57	PRE-K SALARIES OF SUPERV
20-218-200-104- -	910302022	10/28/2022	565.00	PSEA OTHER PROF SAL
20-218-200-105- -	910302022	10/28/2022	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	910302022	10/28/2022	1,709.69	OTHER SALARIES
20-218-200-173- -	910302022	10/28/2022	610.79	PEA SS CMTY PARENT INV S
20-218-200-176- -	910302022	10/28/2022	4,473.35	PEA SS MASTER TEACHERS
20-231-100-101- -	910302022	10/28/2022	3,906.45	TITLE I TEACHER SALARIES
20-487-100-100- -	910302022	10/28/2022	11,749.35	ARP-ESSER SALARY
<b>Total # of Payments</b>	<b>46.00</b>	<b>Total Check Amount</b>	<b>194,881.35</b>	

# NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2022- 2023

## District Information and Score Summary

<b>District Name and CDS #</b>	<b>Beverly City School District</b>
<b>County Name</b>	<b>Burlington</b>
<b>District Superintendent Name</b>	<b>Dr. Elizabeth C. Giacobbe</b>
<b>District Mailing Address</b>	<b>601 Bentley Avenue, Beverly, NJ 08010</b>
<b>Superintendent Email Address</b>	<a href="mailto:egiacobbe@beverlycityschool.org">egiacobbe@beverlycityschool.org</a>

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	28%	0%
<b>Fiscal Management</b>	96%	0%
<b>Governance</b>	89%	0%
<b>Operations</b>	100%	0%
<b>Personnel</b>	100%	0%

**NJSAC District Performance Review - School Year 2021-22**

<b>Governance</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	See attached board minutes
<b>2. The district board of education:</b>				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	We have awarded ourselves the point for this area as we do have a policy to evaluate the CSA annually.
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	0	0	We did not award ourselves the point as it is not completed annually.
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	See county approval records.

**NJQSAC District Performance Review - School Year 2021-22**

<b>Governance</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	See sample board motions.
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	Not applicable
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	See attached board policy
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJLS.	8	1	0	This is done during the budget development process.

**NJQSAC District Performance Review - School Year 2021-22**

<b>Governance</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	See attached board minutes.
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	See attached agenda from meetings.
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Governance</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	See attached spreadsheet from the county.
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	See minutes on the Board Website ( <a href="https://www.beverlycityschool.org/minutes-boe.html">https://www.beverlycityschool.org/minutes-boe.html</a> ) and attached screenshot of the website.
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	0	0	While we did not award ourselves the points for this indicator, all of the administrative team; as well as, all, but one board member completed the financial and personal/relative disclosure statements. A printout of those completed, along with the letter of reprimand for the one board member, are attached. A copy of the board minutes reflecting the annual discussion and approval of School Ethics Act are attached.
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
<b>Governance Total</b>	<b>100</b>	<b>89</b>	<b>0</b>	

Instruction and Program		Beverly City School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	5	0.0	0.0	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	

Instruction and Program		Beverly City School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0	
	K - 12	15	0.0	0.0	
	9 - 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	10	0.0	0.0	
	9 - 12	10	0.0	0.0	
<b>Summary of Achievement Score Indicators</b>	K - 8	60	0.0	0.0	
	K - 12	60	0.0	0.0	
	9 - 12	60	0.0	0.0	



Instruction and Program		Beverly City School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<b>Indicator</b>					
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	0	A presentation on WIDA scores was given at the September 15, 2022 Board of Education meeting. At the October 13, 2022 meeting, a presentation on standardized test scores was presented. Evidence of such is available in presentations and Board of Education agendas and minutes.
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLs) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)	<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLs 9;</li> <li>h. Integration of technology through the NJSLs; and</li> <li>i. Career education.</li> </ul>	4	1	0	The ELA curriculum was approved by the Board of Education meeting on June 30, 2022. The district has a working document that honors cultural diversity and individuals of all abilities and self-identification. Readers and Writer's Workshop is implemented alongside Foundations in grades K-5. In addition, our middle school ELA curriculum is developed around mentor texts. Our future goal is to have more student voice and choice in middle school materials.

Instruction and Program		Beverly City School District			Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
<p>10. Mathematics curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLs 9;</li> <li>h. Integration of technology through the NJSLs; and</li> <li>i. Career education.</li> </ul>					
		<b>4</b>	<b>1</b>	<b>0</b>	<p>The math curriculum was approved by the Board of Education on June 30, 2022. The district has a working document that is in the process of being revised because of our implementation of a new math resource-Big Ideas. Both pacing guides are being shared, as its an ever evolving document. With the Covid-19 disruption, we had our plan to transition interrupted. We are currently working with a math coach to make the curriculum even more robust and the pacing guide more useful.</p>
<p>11. Science curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLs 9;</li> <li>h. Integration of technology through the NJSLs; and</li> <li>i. Career education.</li> </ul>					
		<b>4</b>	<b>0</b>	<b>0</b>	<p>The science curriculum is aligned to the NJSLs and was approved at the June 30, 2022 Board of Education meeting. We have a science coach working to make the program even more inquiry-based and to explore more writing activities in hopes of developing more 21st century life skills.</p>

Instruction and Program		Beverly City School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
12. Social Studies curriculum and instruction are aligned to the NJLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJLS 9; h. Integration of technology through the NJLS; i. Career education. j. Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and k. Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide.*		4	1	0	The social studies curriculum was Board approved at the June 30, 2022 meeting. Our curriculum supports the reading and writing standards and allows students the opportunity to explore all of the Amistad and Holocaust mandates, as well. The mandates
13. World languages curricula and instruction are aligned to the NJLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		Beverly City School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
	<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>	<b>4</b>	<b>0</b>	<b>0</b>	

Instruction and Program		Beverly City School District			Comments
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	
14. Comprehensive health and physical education curricula and instruction are aligned to the NJLSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJLSL 9; h. Integration of technology through the NJLSL; and i. Career education.		4	0	0	Our HPE curriculum was approved at the June 30, 2022 Board of Education meeting. The curriculum is designed to meet all the NJLSL.
15. Visual and performing arts curricula and instruction are aligned to the NJLSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJLSL 9; h. Integration of technology through the NJLSL; and i. Career education.		4	1	0	The Visual and Performing Arts curricula was approved by the Board of Education on June 30, 2022. During the last school year, the music teacher did a lot of work to ensure it met all the requirements.

Instruction and Program		Beverly City School District			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:</p>					
<ul style="list-style-type: none"> <li>a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs;</li> <li>b. Action plans for interventions based on student data and desired outcomes;</li> <li>c. Professional development for multidisciplinary teams and staff who provide interventions; and</li> <li>d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).</li> </ul>		6	1	0	There is a coordination of supports between the pre-I&RS team, the Title I teachers, the at-risk counselor, the guidance counselor, the I&RS team, and the CST to ensure students receive supports, interventions, and that these supports and interventions are successful.
<b>Achievement Score Total</b>		60	0	0	
<b>Curriculum and Policy Total</b>		40	28	0	
<b>Instruction and Program Total</b>		100	28	0	

**To the Parents/Guardians of:  
J'Vin Browne  
117 Laurel Street  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Alijah Dias  
129 Broad Street  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Aiden Forvour  
633 Broad Street  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Lucas Jannett  
341 Putnum Street  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Jarron Walker  
621 3<sup>rd</sup> Street  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Tsion Mizell  
164 Delacove Homes  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Aiden Ramos  
136 Delacove Homes  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Zion Taylor  
317 Broad Street  
Beverly, NJ 08010**

**To the Parents/Guardians of:  
Joshua Stevens  
433 Cooper Street  
Beverly, NJ 08010**

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**NJQSAC District Performance Review - School Year 2021-22**

<b>Fiscal Management</b>		<b>Beverly City Schools District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	<b>6</b>	<b>1</b>	<b>0</b>	See attached form from the County Office
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	<b>8</b>	<b>1</b>	<b>0</b>	See attached SOP document
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	<b>4</b>	<b>1</b>	<b>0</b>	See attached the most recent CAFR



**NJQSAC District Performance Review - School Year 2021-22**

<b>Fiscal Management</b>		<b>Beverly City Schools District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	No CAP from the most recent audit.
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	No repeat audit findings
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	No material weaknesses reported in the most recent audit
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	No deficits in any budget lines. See attached CAFR

**NJQSAC District Performance Review - School Year 2021-22**

<b>Fiscal Management</b>		<b>Beverly City Schools District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	As per county report and application filings on EWEG.
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	As per CAFR and reporting via EWEG.
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	There are no non public schools in the City of Beverly.
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	See attached board minutes.

**NJQSAC District Performance Review - School Year 2021-22**

<b>Fiscal Management</b>		<b>Beverly City Schools District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	1	0	Not applicable.
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	Not applicable.
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	Not applicable.
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	Not applicable.
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	Not applicable.
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	Not applicable.

**NJQSAC District Performance Review - School Year 2021-22**

<b>Fiscal Management</b>		<b>Beverly City Schools District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	See attached annual facility checklist checklist.
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	See attached annual facility checklist checklist.
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	See attached annual facility checklist checklist.
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	See attached budget calendar

NJQSAC District Performance Review - School Year 2021-22

Fiscal Management		Beverly City Schools District		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	Not applicable.
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	See attached transfer report
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	This is done at the monthly board of education meetings
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	These reports are submitted as needed and this has been adjusted to monthly submittals as needed.
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	0	0	We did not award ourselves the point for this indicator because we understand that there will be situations when staff will need to purchase items prior to board of education approval. Our goal is always to limit this situations.
<b>Fiscal Management Total</b>	<b>100</b>	<b>96</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Beverly City School District</b>			<b>Comments</b>
		<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	
<b>1. The school district's NJSMART and educator evaluation data files:</b>					A review of all NJSMART data is verified through the state.
a. Have been certified by established deadlines and provide complete data; and	2	1	0		
b. Have an error rate of less than 1.5 percent for each file—inclusive of student sync errors.	3	1	0		
<b>2. The school district's County District School (CDS) Information System data:</b>					A review of the CDS information system reflects successful completion of this indicator.
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0		
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0		
<b>3. The school district has a data management process that includes:</b>					A review of the school district data management process will show successful completion of this indicator.
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0		
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0		
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	Board policy provided to show successful completion of multiple sources of data.	

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	A review of board policy on the district's website will reflect successful completion of this indicator along with a copy of the student/family handbook.
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	A copy of board minutes will be given to show the CSA has presented to the board and submitted to NJHomeroom the final data verification.
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	A copy of the district policy, meeting agendas, and sign-in sheets will be provided, along with all HIB files, trainings, presentations, etc.
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0	A copy of the signed MOA will be provided.

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Beverly City School District</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>	
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	<b>6</b>	<b>1</b>	<b>0</b>	Board policy provided to show successful completion.	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	<b>6</b>	<b>1</b>	<b>0</b>	A review of board policy on the district's website will reflect successful completion of this indicator along with the security log of drills showing annual bus evacuation. In a walking district, we only require one annually.	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	<b>6</b>	<b>1</b>	<b>0</b>	A review of board policy on the district's website will reflect successful completion of this indicator.	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	<b>4</b>	<b>1</b>	<b>0</b>	An audit of the school nurse's files will reflect successful completion of this indicator.	



**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	We have one full-time school nurse employed by the district. An audit of her personnel file will reflect we meet this requirement. A copy of the nursing services plan will be provided.

NJQSAC District Performance Review - School Year 2021-22

Operations		Beverly City School District		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	N/A for students who have been suspended. For students with chronic illness, we have the child's doctor's note; as well as, the school's physician's sign-off, board approval of homebound teachers.
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	A copy of the annual safety and security plans . The board president, also serves as the Directory of Public Safety, and these plans are reviewed at least annually. The SOA is attached in the supporting documents.
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	A copy of the security drill statement of assurance will be provided.
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	A copy of the comprehensive equity plan's SOA will be provided.
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	Yes, as indicated in our board policies, which are available on our website, as well as, in the student/family handbook. Documentation of letters, meetings, and truancy hearings will be provided.

**NJQSAC District Performance Review - School Year 2021-22**

<b>Operations</b>		<b>Beverly City School District</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>Operations Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	

NJQSAC District Performance Review - School Year 2021-22

Personnel		Beverly City School District			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments	
<b>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</b>					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	0	Files submitted to the County Superintendent during the visitation/review of the personnel files will meet at least the minimum number of observations/SGOs/PDPs for a school district of less than 100 teachers.
	95 to 99 percent of audited files meets indicators	4	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0	Audited files of administrators will meet the minimum requirement required for school leaders where there are only 1-3 administrators per district.
	95 to 99 percent of audited files meets indicators	3	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0	These evaluations will be included in the audit in number 1 a.
	95 to 99 percent of audited files meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	

**NJQSAC District Performance Review - School Year 2021-22**

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0	Training and information provided to
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0	ScIP agenda and sign-in sheets.
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	At this time, and for the 2020-2021 school year, we do not have any teachers on a CAP or require tenure charge proceedings to occur.
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	Yes, as seen in indicator 1 a.
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	A copy of the master schedule, along with individual teachers schedules highlighting common planning times, will be made available.
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLs and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	0	A copy of the school district professional development plan will be provided.

**NJQSAC District Performance Review - School Year 2021-22**

<p>d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.</p>	<p>5</p>	<p>1</p>	<p>0</p>	<p>A copy of the expenditures of monies to support professional development and grants will be provided.</p>
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## NJQSAC District Performance Review - School Year 2021-22

<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	1	0	<p>A copy of the mentoring plan, along with supporting documentations, such as meetings logs, etc., will be provided.</p>
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	1	0	<p>A copy of the completed, mandated trainings, as completed through SafeSchools, through our insurance carrier, will be provided.</p>
<p><b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b></p>				
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	1	0	<p>A copy of the information from the state provisional teacher program showing we are in compliance will be provided.</p>
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	3	1	0	<p>Same information will be provided from indicator 2 e.</p>
<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)</p>	3	1	0	<p>N/A</p>
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	1	0	

## NJQSAC District Performance Review - School Year 2021-22



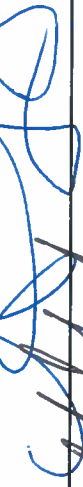






<b>4. The district board of education has ensured the following staffing practices are followed:</b>				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	An audit of personnel records will show criminal history record check has been completed.
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	An audit of personnel records will show each new hire has receive a physical examination.
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	A copy of all approved job descriptions will be provided.
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	A copy of the timesheets and payroll will be provided.
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	A copy of the payroll of substitute teachers, which show tracking, will be provided.
<b>5. The position control roster: (N.J.A.C. 6A:23A-6.8)</b>				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	A copy of the position control roster will be provided and show indicator 5 a, b, and c.
b. Is accurate and up to date; and	5	1	0	See answer to 5 a.
c. Reconciles with the budget.	4	1	0	See answer to 5 a.

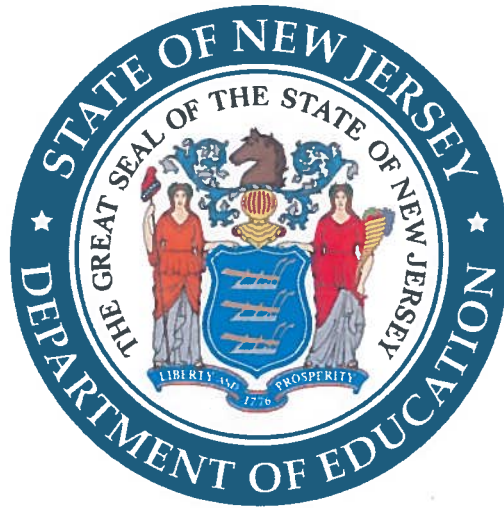


**NJQSAC District Performance Review - School Year 2021-22**

<p>6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:</p> <ul style="list-style-type: none"> <li>a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and</li> <li>b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).</li> </ul>	5	1	0	<p>This indicator is met based on the information provided for the audit of indicator 1 a.</p>
<b>Personnel Total</b>	100	100	0	

# NJQSAC District Performance Review - School Year 2021-22

<b>DECLARATION PAGE</b>		<b>Beverly City School District</b>
<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)		
Chief School Administrator	Dr. Elizabeth C. Giacobbe	
District Administrative Staff	Mr. Brian Belsky	
Teacher	Mrs. Anneliese McCloskey	
School Business Administrator	Mr. George M. Gahles	
Curriculum and Instruction Representative	Ms. Kerri Lawler	
Local Collective Bargaining Representative	Ms. Dorothy Foglio	
District Board of Education Member	Mr. Richard Wolbert	
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.		
Chief School Administrator	Dr. Elizabeth C. Giacobbe	
Board of Education President	Mr. Richard Wolbert	
Board Resolution Date: November 17, 2022		



# **Division of Early Childhood Services**

Annual Preschool Operational Plan Update

Former Abbott's, Charter Schools, and PEA Districts

Due: November 15, 2022

**Angelica Allen-McMillan, Ed.D.**  
**Acting Commissioner**  
**New Jersey Department of Education**

**Contact:**  
**Cary A. Booker**  
**Assistant Commissioner**  
**Division of Early Childhood Services**

**Contact Number: (609) 376-9077**

**[doeearlychild@doe.nj.gov](mailto:doeearlychild@doe.nj.gov)**

# I. Introduction

## 1.1 Purpose

The purpose of the Three-Year Preschool Program Operational Plan is to provide a comprehensive description of how the school district will implement each component of a high-quality preschool program for three- and four-year-old children as detailed in the [New Jersey Administrative Code \(N.J.A.C.\) 6A:13A](#) and the [Preschool Program Implementation Guidelines](#).

The Department of Education requires the district to submit a Three-Year Preschool Program Operational Plan Annual Update for the 2023-2024 school year describing any changes to the originally submitted Three-Year Preschool Program Operational Plan. A school district's Preschool Program Operational Plan Update should be based on the results of data derived from program assessments, including the Early Childhood Environmental Rating Scale-revised (ECERS-3), curriculum-specific program assessment tools, the Self-Assessment and Validation System (SAVS) and/or, Grow NJ Kids self-assessment and any other source of information specific to the school district's preschool program. In addition to the Annual Update, districts must submit an annual district budget planning workbook and provider budget workbooks (if applicable) along with a board resolution approving the budget submission. The District Budget Planning Workbook and certified board resolution approving the budget submission are due on March 10, 2023.

**Helpful Hint:** If you have formatting difficulties with the gray text areas, type your responses in a separate Word document first and then copy and paste the response into the text area using right-click copy + right-click paste on your mouse. Make sure to paste "Keep Text On."

## 1.2 Submission Instructions

The district should provide detailed answers to the questions listed. The Three-year Plan Update is to be uploaded into Homeroom by November 15, 2022.

# 1.2a Title Page

## Preschool Education Aid (PEA)

### Part I: PEA Plan Update Title Page

County and Code: Burlington 05

#### District and Code

Beverly City, 0380

#### Address

601 Bentley Ave, Beverly City      NJ      08010

City      State      Zip

Early Childhood Contact: Dr. Elizabeth Giacobbe

Telephone Number: (609)387-2200      Fax#: (609)\_387-4447

Email egiacobbe@beverlycityschool.org

Business Administrator: George Gahles      Phone#: (609) 387-2810

Email: GGahles@bevelrycityschool.org

Date Of Board Resolution: November 17, 2022

Attach the Board-Certified Resolution or provide the date of the expected board resolution.

**Proposal Certification:** To the best of my knowledge and belief, the information contained in the proposal is true and correct. The governing body of this agency has duly authorized this document, and we will comply with the attached assurances. I further certify that the proposal is complete.

  
Signature of Chief School Administrator

Dr. Elizabeth Giracobbe  
Print Name      Date

## II. District-Wide Planning

Refer to [N.J.A.C. 6A:13A](#), including the Enrollment, Universe and Program, Planning sections, and the Preschool Program Implementation Guidelines when completing the following questions.

Provide an overview of 2023-2024 district-wide preschool program planning. Listed below are questions the district must address:

Please complete the tables below.  
Indicate any open position to be hired.  
Add rows as needed.

**Table 1 – Primary Early Childhood Contact/Administrator for the District**

Prefix and Full Name	Email address	Phone number	Title
Dr. Elizabeth Giacobbe	<a href="mailto:egiacobbe@beverlycityschool.org">egiacobbe@beverlycityschool.org</a>	(609)387-2200	Chief School Administrator

**Table 2 –Secondary Early Childhood Contact (if applicable)**

Prefix and Full Name	Email address	Phone number	Title

**Table 3 – Superintendent/Chief School Administrator**

Prefix and Full Name	Email address	Phone number	Title
Dr. Elizabeth Giacobbe	<a href="mailto:egiacobbe@beverlycityschool.org">egiacobbe@beverlycityschool.org</a>	(609)387-2200	Chief School Administrator

**Table 4 – Business Administrator**

Prefix and Full Name	Email address	Phone number	Title
George Gahles	<a href="mailto:ggahles@beverlycityschool.org">ggahles@beverlycityschool.org</a>	(609) 387-2810	Business Administrator

**Table 5 – Early Childhood Fiscal Specialist (if applicable)**

Prefix and Full Name	Email address	Phone number	Title

**Table 6 – Early Childhood Supervisors**

Prefix and Full Name	Email address	Phone number	Title

**Table 7 – Preschool Instructional Coach (Formerly Master Teacher, 1:20 classroom ratio required)**

Prefix and Full Name	Number of assigned classrooms	Date Preschool Instructional Coach Seminar Completed (Formerly Master Teacher Seminar)	Is this individual in a shared role? (Yes/No) i.e., PIRS, CPIS	Indicate the percentage of time this individual is in the Preschool Instructional Coach role.
Ms. Amy Hornbeck	4	September 9, 2021	Yes	40%

**Table 8 – Preschool Intervention and Referral Specialist (1:20 classroom ratio required)**

Prefix and Full Name	Number of assigned classrooms	Date Preschool Intervention and Referral Specialist Seminar Completed	Is this individual in a shared role? (Yes/No) i.e., PIC, CPIS	Indicate the percentage of time this individual is in the Preschool Intervention and Referral Specialist role.
Ms. Amy Hornbeck	4	April 13, 2021	Yes	40%

**Table 9 – Community Parent Involvement Specialist**

Prefix and Full Name	Number of preschool students enrolled	Is this individual in a shared role? (Yes/No) i.e., Social worker, PIRS	Indicate the percentage of time this individual is in the Community Parent Involvement Specialist role.
Ms. Amy Hornbeck	60	Yes	20%

**Table 10 – Preschool Social Worker (1:250-300 ratio required)**

Prefix and Full Name	Number of preschool students served	Is this individual in a shared role? (Yes/No) i.e., CPIS, PIRS	Indicate the percentage of time this individual is in the Preschool Social Worker role.
Ms. Joanne Mills	60	No	20%

**Table 11 – Preschool Nurse (1:300 ratio required)**

Prefix and Full Name	Number of preschool students served	Name of school(s) assigned	Indicate the percentage of time this individual is in the Preschool Nurse role.
Ms. Alyssa de la Pena	60	Beverly City School	20%

1. What overall program quality improvements do you plan on addressing in the 2023-2024 school year?

There are several program improvements planned for the 2023-2024 school year:

- Continued curriculum training for new Pre-K teachers and paraprofessionals
- Professional development on the Pyramid Model, using data from the TPOT to create a specific focus for each classroom.
- Professional development on best practices related to science
- Professional development on child assessment
- Additional parent/guardian education opportunities related to children's health and wellness
- Continued growth in opportunities for families to engage with their children at school.

2. If the district projects to serve less than 90% of the preschool universe, please describe your plan to increase enrollment.

We currently serve over 90% of our preschool universe.

3. If the district is not contracting with provider sites and/or Head Start, what is preventing the district from doing so?

Beverly City School has enough space to serve our universe of preschool students.

4. How does the district ensure contracted provider sites and Head Start will receive the same program quality and fiscal supports as district classrooms?

N/A

5. If you are not enrolled in Grow New Jersey Kids, what is preventing your participation and what is the plan to move forward in the process?

Beverly City is enrolled.

## Facilities

All district and provider classrooms must meet facility requirements of 950 square feet (inclusive of closets, bathrooms, and built-in units) or at a minimum of 700 square feet of instructional space. Districts will be required to provide the total square footage for all projected PEA-funded preschool classrooms in-district and at contracted provider sites.

If the district has received a waiver approval for classroom size, please submit a copy of the approval with this document.



**Facilities Chart**

<b>Site</b> <b>(School, Childcare</b> <b>Private Provider and/or</b> <b>Head Start)</b>  <b>(i.e., name of provider or</b> <b>district building)</b>	<b>Class</b>  <b>(i.e.</b> <b>Classroom</b> <b>#1)</b>	<b>Class size</b>  <b>(i.e., total sq.</b> <b>footage)</b>	<b>Bathroom in</b> <b>classroom</b>  <b>(Y/N)</b>	<b>Bathroom</b>  <b>In line of sight, if not in</b> <b>the classroom</b>  <b>Y/N/NA</b>  <b>*in line of sight – is the</b> <b>bathroom visible from</b> <b>the classroom?</b>	<b>Floor Level</b>
Beverly City School	203	950 Sq Ft	N	Directly outside classroom	1 <sup>st</sup> floor
Beverly City School	204	950 Sq Ft	N	Directly outside classroom	1 <sup>st</sup> floor
Beverly City School	201	950 Sq Ft	N	In line of sight	1 <sup>st</sup> floor
Beverly City School	202	950 Sq Ft	N	In line of sight	1 <sup>st</sup> floor

### III. Community Collaboration and Planning

Refer to N.J.A.C. 6A:13A, including the Family and Community Involvement sections and the Preschool Program Implementation Guidelines, when completing the following questions.

1. How will the Early Childhood Advisory Council support community collaboration and planning to enhance the preschool program next year?

The Early Childhood Advisory Council continues to grow its membership and engage with more local institutions (such as the fire department) and businesses. We plan on collaborating with these entities to continue to increase awareness of the Pre-K program and maximize enrollment. In addition, these collaborations have led to valuable community field trip experiences for our Pre-K students. We plan on continuing to enhance our Pre-K program with more opportunities to learn about the people and places that make up their community through in person field trips and visits by community members to the school.

2. How does the district plan to assess the community's needs in the 2023-2024 school year?

The district plans on conducting an extensive community needs assessment in the 2023-2024. The ECAC will lead this effort. Data on changes in the community (demographic, housing, business, growth) will be analyzed. Information about student school performance post pandemic will be a large part of the discussion. Surveys as well as focus groups will be tools used to gather more information about community strengths, assets and needs.

3. How often will a community needs assessment be done?

Community needs are assessed yearly through a survey, with a more extensive assessment planned on a three-year cycle (with 2023-2024 being the beginning of the next cycle)

4. How will the district collaborate with the community for future program planning?

ECAC members represent many stakeholder groups such as local parishes, the office of public housing and the office of public safety & administration. The CPIS is continually working on broadening the membership of the ECAC to include additional agencies that can support future program planning.

## IV. Family Involvement

Refer to N.J.A.C. 6A:13A, including the Family and Community Involvement sections and the Preschool Program Implementation Guidelines, when completing the following questions.

1. What outreach to families will occur in the 2023-2024 school year to encourage family involvement and engagement?

Families are encouraged to be involved in the program in several ways. For many families' engagement starts with the "Open House" that is held prior to the start of school. Currently families and children tour the classroom and meet their child's teacher. All families receive technical assistance to access the Class Dojo app. This app, which has the capacity for two-way translation, is used by teachers to communicate to families about the daily learning activities of students in the classroom. Parent teacher conferences at least two times a year (more if needed or requested) The highly successful, in- person family workshops on the role of music in physical, social and language development (with materials such as instruments and access to the music used in school provided) will continue and include both evening social events to participate in and celebrate music and monthly opportunities to visit their student's classroom and participate in classroom musical experiences. For students who are exiting Preschool a transition to kindergarten meeting is held. Finally, all parents are invited to join the Early Childhood Advisory Council and participate in those meetings.

2. What specific ways will the families be involved in district program planning and the day-to-day program in the 2023-2024 school year?

All families are invited to join the Early Childhood Advisory Council and participate in the program planning that is a part of those meetings. Parents are invited to be part of the day-to-day program by visiting their student's classroom to participate in a variety of activities such as mystery reader and music together. This will be expanded in the 2023-2024 school year to include participating in theme building activities and end of theme celebrations.

## V. Curriculum Development and Implementation

Refer to [N.J.A.C. 6A:13A](#), including the sections on Curriculum and Assessment and the Preschool Program Implementation Guidelines, when completing the following questions.

1. What curriculum will the district implement in the 2023-2024 school year?

The district will continue to implement the Tools of the Mind curriculum.

2. What performance-based child assessment will the district implement?

We are currently undergoing a review process of our assessment and are considering moving from the Tools of the Mind assessment to the Early Learning Scale in 2023-2024 [ELS technical report](#)

3. Using the data collected from the previous school year, what areas of curriculum implementation will the district focus on in the 2023-2024 school year?

Based on data from the previous school year the district will continue to focus on:

- developmentally appropriate science activities
- open ended, exploratory art
- practices that help children develop independence and self-regulation skills

4. What intentional supports are planned for the 2023-2024 school year to meet the needs of your ELL students' academic, and social growth, and development?

Teachers to be made aware of a student's language needs before they begin school. If possible, at least two children who speak the same language are placed in a class. Paraprofessionals are assigned intentionally with language support in mind whenever possible. Preschool classrooms have several systemic supports in place for ELL students including labels in multiple languages, classroom libraries that represent a variety of languages, visual representations of rules and materials and the presence of staff that speak different languages.

To ensure ease of communication between home and school all teachers use ClassDojo daily, ClassDojo is an app which allows parents to receive and write messages in the language of their choice. This tool greatly lessens any language barrier that might exist if the child's teacher does not speak the language of the family.

5. How does the district plan to support teachers in creating culturally relevant classroom environments that reflect diverse student populations?

Creating culturally relevant classroom environments has traditionally been a focus and will continue to be in the 2023-2024 school year. All classrooms are provided with books, posters and dress up materials that reflect diversity. In addition, out theme-based curriculum provides an opportunity for input from parents and the community. Examples include: "grocery store", "restaurant" and "community places" when the classroom is transformed to reflect the foods the children eat and the places they visit in the community.

6. How does the district plan to support teachers using the selected child assessment system in the 2023-2024 school year?

All teachers will be provided with professional development related to the selected child assessment system on an ongoing basis throughout the 2023-2024 school year. This will occur during a dedicated professional development days and as the focus of the monthly Teacher's Academies.

7. Please list the coaching observational tools the Preschool Instructional Coach (PIC) and Preschool Intervention and Referral Specialist (PIRS) plan to implement in the 2023-2024 school year.

The PIC and the PIRS will use: the Early Childhood Environmental Rating Scale, the TPOT and the Tools of the Mind Curriculum Self Reflection forms.

8. Have the Preschool Instructional Coach (PIC) and Preschool Intervention and Referral Specialist (PIRS) completed reliability on the abovementioned tools? If not, what plan is in place to ensure the tools are implemented as intended?

Yes, the PIC/PIRS is currently reliable on all abovementioned tools.

9. How is your district meeting the requirement of Erin's Law (NJSA18A:35-4.5(a) to provide sexual assault prevention education?

Content related to Erin's law is taught explicitly by the health and physical education teacher. In addition, classroom teachers include information on personal boundaries and safe touch using age-appropriate literature and discussion during Story Lab activities.

## VI. Inclusion of Children with Disabilities in General Edu. Classrooms

Refer to [N.J.A.C. 6A:13A](#), including the sections on Program Planning and Intervention and Support Services, as well as the Preschool Program Implementation Guidelines, when completing the following questions.

1. Please describe the 2023-2024 school year plan to deliver support for students with disabilities in your preschool program.

Beverly City school district strives for 100% inclusion of all children with disabilities. All four of our Pre-K classrooms serve a mix of general education students and students with special needs. Two of our Pre-K teachers are special education certified.

2. What does the district plan to implement in the 2023-2024 school year to transition students into the district from the early intervention system? Please include parents and students in your plan.

Our Preschool Social worker is the lead point of contact for children transitioning into the district from the early intervention system and will continue in this role in 2023-2024. Months before their 3<sup>rd</sup> birthday discussions begin with the family to learn more about their child's need and their goals for their child. Visits to the classroom are planned for the student and families prior to the transition. As children with special needs transition into the program through early intervention, care is given to ensure that they are placed across all the classrooms thereby ensuring the ratio between students with special needs and general education remains 3/15 on average.

3. Share what district supports are available to students with IEPs surrounding social and emotional development.

Students with IEP's and all students in the preschool program are provided with multiple levels of support to develop their social and emotional skills. These include the class wide use of the Pyramid Model, and direct instruction and support for social and emotional skills development with the Tools of the Mind curriculum. For students who require more intensive supports the PIRS coach and the early childhood behaviorist are available to consult with and support the teacher.

## VII. Professional Development and Training

Refer to [N.J.A.C. 6A:13A](#), including the section on Program Planning and the Preschool Program Implementation Guidelines, when completing the following questions.

1. What professional development methods will the district use in the 2023-2024 school year? (workshops, PLC, book study, etc.)

The district will continue to use a mix of methods for professional development in the 2023-2024 school year. These include formal workshops, a monthly professional learning community, a monthly teachers academy and more informal teacher led book/media studies (journal articles from organizations such as NAEYC and/or website content is often shared in addition to books during these studies)

2. Describe the specialized training that your Preschool Instructional Coach/PIRS/CPIS and other support staff will receive in the 2023-2024 school year.

The PIC/PIRS/CPIS will receive specialized training in the new child assessment tool chosen by the district for 2023-2024. In addition the PIC/PIRS will participate in the PIC/PIRS inter district consortium to continue to develop their coaching skills, learn from colleagues in other districts and stay current with best practices.

3. How does the district plan to provide professional development to staff about Erin's law?

Each year, every staff member (both teachers and paraprofessionals) must complete a professional development unit on recognizing and reporting child sexual abuse. This includes passing an assessment at the end of the unit to demonstrate mastery of content.

## VIII. Additional Questions

Refer to [N.J.A.C. 6A:13A](#) as well as the Preschool Program Implementation Guidelines when completing the following questions.

1. What measures are in place in your district to ensure all required staffing positions are filled for the 2023-2024 school year? Please be as specific as possible.

Beverly City views staff recruitment and retention as an ongoing process. The district maintains open communication with local universities and the community. Retention of high quality existing staff is a top priority. Various incentive and support programs are in place for retention including; access to tuition reimbursement, access to ongoing professional development, bonus pay for good attendance, access to counseling support, staff recognition.

2. How does the preschool nurse plan to educate families, children, and staff members on various health issues based on your district's unique needs?

The preschool nurse plans to work in collaboration with the PIC/PIRS and preschool social worker to continue to offer workshops and information for parents related to health & nutrition. Information about family's needs is gathered through the family needs survey as well as close collaboration with the aforementioned staff and classroom teachers.

3. What health screenings will the preschool nurse complete?

As per code the nurse will conduct vision, hearing, dental, height and weight screenings of all preschool children

4. When will the health screenings be completed?

Screenings are typically completed within the first 6-12 weeks of school.

5. How is the district ensuring that all children, regardless of eligibility for free and reduced lunch, receive meals and snacks in the district and provider settings?

As a title 1 school the district offers free breakfast and lunch to all students regardless of their eligibility status. No child is ever denied access to food.

6. What challenges does the district anticipate in quality program implementation for the 2023-2024 school year?

The district recognizes change can be challenging and therefore is planning robust professional development to support our teaching and paraprofessional staff with the switch to a new performance-based child assessment. In addition, based on community demographics we anticipate growth in our Portuguese speaking community. This will challenge us to find staff who speak Portuguese so that we can communicate as effectively as possible with both students and families.

7. Please describe any changes to the district's approved 2022-2023 Operational Plan that have not been addressed in the previous questions.

There have been no significant changes to the 2022-2023 operational plan. In fact, we are pleased that our outreach and recruitment efforts have yielded such positive results that we are serving our entire preschool universe for the first time since the pandemic.



# Resources

[N.J.A.C. 6A:13A, Elements of High-Quality Preschool Programs Preschool Code \(PDF\)](#)

[Preschool Teaching and Learning Guidelines \(PDF\)](#)

[Grow NJ Kids Website](#)

[National Center Pyramid Model Innovations](#)

# Statement of Assurances

As the duly authorized chief school administrator/school business administrator of the applicant agency, I am aware that submitting the accompanying document to the New Jersey Department of Education (NJDOE) constitute the creation of a public document, and I certify that the applicant agency:

- Has the legal authority to apply for the funds made available under the announcement's requirements, and has the institutional, managerial and financial capacity to ensure proper planning, management, and completion of the project described in this application.
- Will give the NJDOE, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.
- Will comply with provisions of the Public School Contracts Law: *N.J.S.A. 18A:18A-1, et seq.*, and other relevant state laws and regulations as well as its principals and subgrantees, for all grant awards in excess of \$25,000.00, is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.
- Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of the state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).
- Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to:
  - (A) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;
  - (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
  - (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;
  - (D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 60-741.5(a)), as applicable, which requires affirmative action in employment;
  - (E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90), which prohibits discrimination on the basis of age, and
  - (F) the Americans With Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.
- Will comply with Executive Order 11246, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.
- Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.
- Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).

- Will comply with the provisions set forth in the facilities efficiency standards wherein preschool classrooms shall have 950 square feet in total with a minimum of 750 square footage of usable space and shall be no higher than the second floor of a building as defined in [N.J.A.C. 6A:26](#) and shall not be located in the basement.
- Will comply with the provisions of full day general education and full day self-contained classrooms.

Applicant Agency: Beverly City School District

Signature of Chief School Administrator: 

Applicant Agency: Beverly City School District

Signature of School Business Administrator: 

Date: 11/9/2022

**Beverly City  
School District**

**Nursing Services Plan  
2022-2023**

**(NJAC 6A:16-2.1 through 2.5)**

**District Contact Person:**

***Dr. Elizabeth Giacobbe***

**School Nurse:**

***Mrs. Alyssa de la Pena, BSN, RN, CSN-NJ***

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# Beverly City Public School District Nursing Services Plan 2022-2023

(NJAC 6A:16-2.1 through 2.5)

**District Name: Beverly City School District**

**School Year: 2022-2023**

**Board of Education Approval Date:**

**District Contact Person: Dr. E. Giacobbe**

**Superintendent of Beverly City School District**

**I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i)) Basic services: NJAC and NJSA, federal law, Nurse Practice Act of New JERSEY and N.J. Sanitation Code.**

The Beverly City Board of Education provides nursing health-care services as outlined below:

<b>A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)</b>	
1. Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	(N.J.A.C. 6A:16-2.2 (g))
b) Immunization record	(N.J.A.C.:16-2.2 (a))
c) Medical history	
d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statues)	(N.J.A.C. 6A:16-2.2 (k))
e) Physical examinations for:	
(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(NJAC 6A:16-2.2 (f) 6) and (N.J.A.C. 6A:16-2.2 (h) 1)
(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h) 2)
(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h) 3)
(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h) 4)
(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2 (h) 5)
f) Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4 (d))
g) Adherence to Family Education Rights and Privacy Act	FERPA- 20 U.S.C.§1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.2 (h) 5 and N.J.A.C. 6A:32-7)
2. Determine student status for admission or retention with	N.J.A.C. 8:57-4; N.J.A.C.

unacceptable evidence of immunizations	8:57-4.3 and 4.4
3. Conduct tuberculosis testing as directed by the NJ DHSS	N.J.S.A. 18A:40-16 & N.J.A.C. 6A:16-2.2 (a))
<b>B. Medications, health care treatments, procedures and care:</b>	N.J.A.C. 6A:16-2.1 (a) 2
1. Administer authorized medications, health care treatments and care	N.J.A.C. 6A:16-2.1 (a) 2
2. Approval of self-administered medications	N.J.A.C. 18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1 (a) 2v
3. Delegation of care to ancillary nursing personnel (... the registered professional nurse may delegate selected nursing tasks in the implementation of the nursing regimen to licensed practical nurses and ancillary nursing personnel.)	N.J.A.C. 13: 37-6.2; NJ. BON- Ch. 25- 8:39-25.2
4. Designate and educate annually epinephrine auto injector delegates	N.J.S.A. 18A:40-12.5 & 12.6
5. Designate and train annually glucagon delegates	N.J.S.A.18A:40-12.11-12.21
6. Educate annually all bus drivers who transport diabetic children, in the treatment of hypoglycemia, emergency procedures and supply parent contact information	N.J.S.A.18A:40-12.11-12.21
A. Review & create IHP/IEHP: Do Not Resuscitate (DNR) orders as well as IHPs for students with epilepsy or seizure disorders (Paul's Law 1-9-2020)	N.J.A.C. 6A:16-2.1 (a) 3
<b>B. Provide Health Care</b>	N.J.A.C. 6A:16-2.1 (a) 4
1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP, and Medical Home Practitioner's orders.	N.J.A.C. 6A:16-2.1 (a) 4 (ii), N.J.A.C. 6A:16-1.4 (a)) and N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
2. Isolate, exclude and re-admit any student or employee with a communicable disease	N.J.A.C. 6A:16-1.4 (a))
3. Report "Reportable Communicable Disease" to County health officer	N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))
4. Create isolation room in health office for students and staff with COVID-19 symptoms as well as obtain proper PPE for droplet/airborne precautions	
5. Arrange for transportation and supervision of students in need of emergency health care	N.J.A.C. 6A:16-2.1 (a) 4 (iii)
6. Notify parents of need for emergency care	N.J.A.C. 6A:16-2.1 (a) 4 (iv)
7. Administer emergency medications i.e., anaphylaxis (epinephrine), glucagon, insulin or asthma medications.	N.J.A.C. 6A:16-2.1 (a) 4 (v); N.J.S.A. 18A:40-12.11-12.21
8. Concussion Management	NJSA 18A:40-41.3
9. Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs.	N.J.A.C. 6A:16-2.3 (b) 5 (xiii)
10. Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care	N.J.A.C. 6A:16-2.3 (b)xi

11. Ensure that there is an accessible and maintained AED in the school building and there are trained AED delegates as stated in the law by 9-1-2014	P.L.1999, c.34 (C.2A:62A-24
C. Administer asthma related care	N.J.A.C. 6A:16-2.1 (a) 5
1. Obtain training for administration of medication via nebulizer	N.J.S.A.18A:40-12.8 (a) & N.J.A.C. 6A:16-2.1(a) 5(i)
2. Maintain one nebulizer per school	N.J.A.C. 6A:16-2.1 (a) 5
3. Require Students to have a current “Asthma Action Plan”	N.J.A.C. 6A:16-2.1 (a) 5 (iii)
D. Health history and examinations	N.J.S.A. 18A:40-4, NJSA 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1 (a) 6
1. Provide health examination for student’s without medical homes	N.J.A.C. 6A:16-2.2 (f) 6
2. Maintain Athletic Pre-Participation Physical Examination Form Part A & B as part of student’s health record	N.J.A.C.6A:16-2.2 (f) 6
3. Maintain A-45 health records	<u>N.J.A.C. 6A:16- 2.2(g)</u>
4. Concussion management: diagnosis, treatment and follow-up records and “Return To Play” restrictions	P. L. 2010, Ch. 94 N.J.S.A. 18A: 40-41.4
E. Establish and maintain procedures for universal precautions	N.J.A.C.6A:16-2.1 (a) 7
1. Establish and maintain procedures for Universal Precautions	OSHA and POSH regulations: 29 CFR 1910.1030
F. Provide nursing services to nonpublic school located in district	N.J.A.C. 6A:16-2.1 (a) 8
G. Instruct students/ teachers/staff on mandated topics:	N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)5 (xv)
1. Blood Borne Pathogens communicable diseases,	OSHA and POSH regulations: 29 CFR 1910.1030
2. Asthma Management	N.J.S.A.18A:40-12.9
3. Anaphylaxis to Foods/Substances- allergy management	N.J.S.A. 18:40 A-3 & 15; N.J.A.C.6A16-2.3
4. Child Abuse	Title 6A-11.1 & N.J.S.A. 9:6-8.10
5. Diabetes Management- Glucagon Law	N.J.S.A. 18A:40-12.11-12.21
6. Concussion Identification And Management	<u>P.L.1984, c.203 (C.45:9-37.35 et seq.) N.J.S.A.18A:40-41.1</u>
7. Sudden Cardiac Death management- AED’s/CPR	PL2009-Chp 260; N.J.S.A. 18A:40-41
8. Hygienic Management Plan	
9. Seizure Management	
10. Nursing Service Plan	NJAC 6A:16-2.1 through 2.5
11. Immunizations	
12. Student Physicals/Medical Records/ Privacy FERRPA & HIPPA	Individual Educational Record Series Description and Series/ Retention and Disposal of records: # M700106-001
13. Epinephrine Delegates	N.J.S.A. 18:40 A-3 & 15; N.J.A.C.6A16-2.3

14. AED delegates trained as 9-1-2014 (Janet's Law)	P.L.1999, c.34 (C.2A:62A-24)
H. Mandated professional development projects:	
1. PLC Project and Presentation for 100 hrs. edu	N.J.A.C. 6A:9-15.1 et seq.
2. Achieve NJ establish SGO's: ( <i>only for those district requiring SGO's for school nurses</i> ) <i>"Student Growth Objectives (SGOs) are academic goals for groups of students that are aligned to state standards and can be tracked using objective measures."</i> AN ACT concerning school employees, revising various parts of the statutory law, and supplementing chapters 6 and 28 of Title 18A of the New Jersey Statutes	"Teacher Effectiveness and Accountability for the Children of New Jersey" Act (TEACHNJ Act)
I. Provide information for:	
1. NJ Family Care Program	N.J.A.C. 6A:16-2.2 (i)
2. Pregnancy Assistance/Safe Haven	
J. Implementation of the Nurse Practice Act: The practice of nursing as a registered professional nurse is defined as <b>diagnosing and treating human responses to actual or potential physical and emotional health problems, through such services as case-finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed or otherwise legally authorized physician or dentist.</b> Diagnosing in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis. Treating means selection and performance of those therapeutic measures essential to the effective management and execution of the nursing regimen. A human response means those signs, symptoms, and processes which denote the individual's health need or reaction to an actual or potential health problem.	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
B. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	N.J.S.A. 45:11-23
2. Provision of nursing care for actual or potential emotional health problems	N.J.S.A. 45:11
3. Health teaching in health office	N.J.S.A. 45:11
4. Health teaching in classroom	N.J.S.A. 45:11
5. Health counseling	N.J.S.A. 45:11



## II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.1 (b)2 (ii))

The Beverly City Board of Education provides the following health care services to address student needs.

<b>Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.</b>	<b>Beverly City Elem. School</b>	<b>Beverly City Middle School</b>
Daily practice- <u>multiple</u> students treated on a daily basis	daily	daily
First-Aid, splinting, Ace-wrap etc.	daily	daily
Nursing Diagnosis /Case-finding of actual or potential physical health problems	daily	daily
Provision of nursing care for actual or potential emotional health problems	daily	daily
Health counseling	daily	daily
Health teaching in health office	daily	daily
Dental: tooth avulsion, caries, braces, etc.	daily	daily
Medication Administration – PRN, diabetes, asthma, allergy/anaphylaxis, pain, gastro-intestinal, topical, etc.	daily	daily
Health Screenings Ht., Wt., & BP yearly	252	97
Visual Acuity screening PK, K, 2, 4, 6, 8, 10- yearly	160	73
Auditory screening PK, K, 1, 2, 3, 7, 11- yearly	184	24
Scoliosis screening biennially age 10-18- yearly	0	62
Concussion Testing and Referral	Varies	Varies
Diabetic Glucose testing, insulin pump management	0	1
Mantoux/PPD testing- yearly	n/a (done at PCP PRN)	n/a (done at PCP PRN)
Medication Administration- Scheduled daily, PRN's, OTC's	Varies – currently 17	Varies – currently 9
Peanut/Tree Nut Allergy- potential Anaphylaxis students	7	2
Other Allergy- potential Anaphylaxis students	7	1
Seasonal allergic students	34	17
Asthma Care/ Peak flow measurements/ students	25	26
Tube feedings/ Urinary catheterization	0	0
Cardiac Care students	1	0
Referrals for vision evaluations- yearly	Varies	Varies
Referrals for hearing evaluations- yearly	Varies	Varies

Referrals from IEP/504/I&RS for vision & hearing evaluations, & health summary	Varies- Currently 1 but typically increases throughout the year	
Referral for Alcohol and drug use/abuse testing or pregnancy- yearly	Varies	Varies
Sport Physicals processed -yearly	Varies- 6 this year so far	Varies- 24 this year so far
Health teaching in classroom-yearly	Varies	Varies

### **III. Emergency Management (N.J.A.C. 6A 16-2.1 (b) 2 (iii))**

The Beverly City Board of Education provides for emergency services as follows:

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

1. Creation and maintenance of an Emergency Management Kit (“Go-box”, crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
  - a) AED’s (Automatic External Defibrillators) deployment and delegates trained
  - b) CPR trained school nurse (NJAC 6A:13.3)
  - c) Universal Precautions trained staff
  - d) CPR trained coaches/athletic trainers/teachers/staff
3. Concussion training for staff and Management of current in-service certificates for coaches, PE teachers, nurses

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

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
2. Asthma Action Plan
3. Asthma Nebulizer trained nurses
4. Diabetic Action Plan- Glucagon
5. Lock-Down Health Care Action Plan
6. Shelter-In –Place Health Care Action Plan
7. Seizure Action Plan
8. Sickle Cell IHP
9. PAPVR/ Pulmonary HTN/Ectopic Atrial Tachycardia IHP

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

1. Triage Action Plans are in the District Crisis Management Plan

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

1. Endeavor EMS

### **IV.**

**Detailed Nursing Assignments Sufficient to Provide Health Services  
(N.J.A.C. 6A 16-2.1 (b) 2 (iv), N.J.A.C. 6A:16-2.1 (b)3, N.J.A.C. 6A:16-2.3)**

The Beverly City Board of Education provides health services to the district's students as outlined below:

Schools →		Beverly City Elementary School	Beverly City Middle School	n/a	Out of District
Grade levels		Pre-K Disabled to 4 <sup>th</sup> Gr.	5 <sup>th</sup> – 8 <sup>th</sup> Grade	9-12 Gr.	Multiple grades
Special Ed classes		Integrated Pre-K , K/1 self-contained, 3-5 self-contained; resource	6-8 self-contained; resource		11
Enrollment number as of Oct. 14 <sup>th</sup> .		206	112		
<b>Number of students receiving:</b>					
Special Services/ IEP's		63			11
504's		13			N/A
I&RS		Varies			N/A
IHP's		1 in addition to asthma plans			N/A
IEHP's		18			N/A
<b>Nursing Assignments- number of:</b>					
NJAC 6A:9-13.3	Certified School Nurse- CSN	1	1	n/a	n/a
	Registered Nurse- not CSN	0	0	0	0
	Licensed Practice Nurse- LPN	0	0	0 0	
NJAC 6A:9-13.3 (b)	CPR Certified	8	8	n/a	n/a
NJAC 6A:9-13.3 (b)	AED Certified	8	8	n/a	n/a
NJAC	Asthma Nebulizer trained	1	1	n/a	n/a
<b>Unlicensed Assistive Personnel Assignments</b>					
Nursing Assistants		0	0	0	0
Health Aides		0	0	0	0

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

**A. Non-public nursing services (NJAC 6A 6A:16-2.3 (b) through (d))**

1. Non-public nursing services are not provided in Beverly City as there are no non-public schools in the town boundaries.

**VI. Additional District Nursing Services Information:**

**A. Nursing services provided to Teacher/Staff**

1. acute and chronic health care
2. health teaching and counseling
3. staff -in-services

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19)  
RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

- a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. "Employer" means any employer with fewer than five hundred employees.
- c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).



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- f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

### 2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

#### a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid
- (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).
- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

#### b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.



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- (2) The paid leave for an employee shall be calculated based on:
    - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
    - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
  - (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.
  - (4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:
    - (a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
    - (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- c. Employee Notice to Employer
- (1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.





- (a) A request for such leave that is foreseeable shall be submitted to the Superintendent of Schools prior to commencing the leave.
  - (b) A need for such leave that is not foreseeable shall be submitted to the Superintendent of Schools within one business day of the first day of the leave being taken by the employee.
  - (c) The employee shall provide to the Superintendent of Schools the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.
- d. Restoration to Position
- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
    - (a) The employee takes leave under the EFMLEA.
    - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
      - i. That affect employment; and
      - ii. Are caused by a public health emergency during the period of leave.
    - (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.



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(d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

(a) The period described under A.2.d. above is the one-year period beginning on the earlier of:

- i. The date on which the qualifying need related to a public health emergency concludes; or
- ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.

1. Definitions

a. For purposes of the EPSLA and this Policy:

- (1) "Employee" means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.
- (2) "Employer" means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.



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- (a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:
    - i. In the case of a private entity or individual, employs fewer than five hundred employees; and
    - ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.
  - (b) “Covered employer” also includes:
    - i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and
    - ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
  - (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
  - (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
  - (5) “Paid sick time” means an increment of compensated leave that:



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- (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
- (b) Is calculated based on the employee's required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:
  - i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
  - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:
  - (a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
  - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
  - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two-thirds of the amount described in B.1.a.(6) above.



- (7) “Varying Schedule Hours Calculation” means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:
- (a.) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
- (b.) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

## 2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:
- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.



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- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
        - (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
3. Duration of Paid Sick Time
  - a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
  - b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
    - (1) For full-time employees, eighty hours.
    - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
  - c. Paid sick time under the EPSLA shall not carry over from one year to the next.
4. Employer's Termination of Paid Sick Time
  - a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.
5. Prohibition
  - a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.



6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
  - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
  - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.

8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
  - (1) Takes leave in accordance with the EPSLA; and
  - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.



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### 9. Enforcement

#### a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:

- (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
- (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

#### b. Unlawful Termination - An employer who willfully violates B.8. above shall:

- (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
- (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

### 10. Rules of Construction

#### a. Nothing in the EPSLA shall be construed:

- (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
  - (a) Other Federal, State, or local law;
  - (b) Collective bargaining agreement; or
  - (c) Existing employer policy; or
- (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.





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### 11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

### 12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the Superintendent of Schools, who may request documentation from the employee in support of the emergency paid sick leave.
- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

### 13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
  - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and



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- (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act  
N.J.S.A. 18A:30-1

Adopted:



## 2431.3 HEAT PARTICIPATON POLICY FOR STUDENT-ATHLETE SAFETY

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat participation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.

The NJSIAA Policy shall address:

1. The scheduling of practice or games during times of various heat and humidity levels;
2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and
3. The heat and humidity levels at which practice or games will be canceled.

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.

The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.

The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or



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### Heat Participation Policy for Student-Athlete Safety

individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.

This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.

N.J.S.A.18A:11-3.10

New Jersey State Interscholastic Athletic Association Heat Participation  
Policy and Pre-Season Heat Acclimatization Policy

Adopted:



### 2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLs). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLs at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLs.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

#### Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the



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Student Assessment

elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLS that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.



The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

#### Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

#### Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be released in accordance with Federal and State law.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLs;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities;



6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

### Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

### Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

### Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.





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Student Assessment

### Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;  
6A:14-4.10

Adopted:



### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

#### Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

STUDENTS

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Eligibility of Resident/Nonresident Students

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the



provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.



### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.



Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

### Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed



of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.



### Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

### Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than two weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within two weeks after admission to school, tuition will be charged for attendance commencing the beginning of the third week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after May 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after May 1st will be permitted to finish the school year in this school district without payment of tuition.

### Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district without payment of tuition, provided that the educational program of such children can be provided within school district facilities.

### Optional

#### Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.





### F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

### J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1 et seq.; 18A:38-1.3; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted:



### 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level



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Attendance

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8.3

Adopted:



## 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.



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Administering an Opioid Antidote

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid



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Administering an Opioid Antidote

antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;  
18A:40-12.26; 18A:40-12.27

N.J.S.A. 24:6J-1 et seq.

Adopted:



### 5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.



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Suspension

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.





# POLICY

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Suspension

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.S.A. 18A:54-20g [vocational districts]

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



### 5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
  - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 - Special Education, Program Options, whichever are applicable; or
  - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral



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Expulsion

services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 et seq.

N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



## 8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section G.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board



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Personnel Records

or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted:



## 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contract to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.



# POLICY

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ADMINISTRATION

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Administrative Employment Contracts

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.



# POLICY

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Administrative Employment Contracts

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.





# POLICY

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Administrative Employment Contracts

9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
  - a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.
  - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.
  - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
  - d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB)



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circulars. If such allowance is included, the employee shall not be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.

13. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by a regionally accredited college or university as defined in applicable regulations.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11  
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



## 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent. ■

### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

#### 1. Transportation

- a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirements shall be those outlined in A.2.d. below:
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.



- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
  - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
  - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - (3) Results must be documented when signs/symptoms of COVID-19 are observed.
  - (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
  - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
  - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.



- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
  - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are required to wear face coverings, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
  - (1) Doing so would inhibit the individual's health.
  - (2) The individual is in extreme heat outdoors.
  - (3) The individual is in water.
  - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
  - (5) The student is under the age of two, due to the risk of suffocation.
  - (6) During the period a student is eating or drinking.
  - (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).



- (8) The student is engaged in high intensity aerobic or anaerobic activities.
- (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- (10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

### 3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

### 4. Wraparound Supports

#### a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]



5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.



c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

(a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.

(b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

2. Staffing

a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing





The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

(a) The school district shall grow each teaching staff member’s professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction



- (a) The school district shall ensure:
  - (i) All novice provisional teachers new to the district be provided induction;
  - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
  - (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
  - (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
  - (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



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c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020

Adopted:



## **Appendices**

The provisions of the attached Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan are included in Policy 1648.



## 1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
  - 1. All students are eligible for full-time remote learning.
    - a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.



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- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).
- B. Procedures for Submitting Full-time Remote Learning Requests
  1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 10 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
  2. The student may only begin full-time remote learning within 10 school days after receiving written approval of the Principal or designee.
  3. The written request for the student to receive full-time remote learning shall include:
    - a. The student's name, school, and grade;
    - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
    - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;



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- d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
- e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
  - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
  - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within 10 calendar days of receiving the parent's written request.
  - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.



C. Scope and Expectations of Full-Time Remote Learning

1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
  - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
  - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
  - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
    - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
  - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 10 calendar days before the student is eligible for in-person services.





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2. A student is only eligible to transition from full-time remote learning to in-person services commencing within 10 school days after receiving written approval of the Principal or designee.
3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
  - a. The student's name, school, and grade;
  - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
  - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

**[Choose one or more of the following:**

- 10 school days in remote learning before being eligible to transition into the school district's in-person program.



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- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
    - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
  6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
  7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.
- E. Reporting
1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
    - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.
- F. Procedures for Communicating District Policy with Families
1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



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- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
  - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
  - c. Scope and expectations of full-time remote learning in accordance with C. above;
  - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
  - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for "Remote Learning Options for Families" which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:  
"Clarifying Expectations Regarding Fulltime Remote Learning  
Options for Families 2020-2021"

Adopted:



1648.03 RESTART AND RECOVERY PLAN – FULL-TIME  
REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;
2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;



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3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district's first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).



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Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of athletic competition as an integral part of the school experience. Sports and other athletic activities provide opportunities to learn the values of competition and good sportsmanship.

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, intramural athletic programs within a school or among schools in the district, 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 in accordance with N.J.A.C. 6A:32-9.1(d) and (e).

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

A student in grades 5 through 8 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 marking period.

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 as defined by the Superintendent of School and the general basis will be if the number of unexcused absences exceed 18 school days in the school year prior to the student commencing participation in school district sponsored programs of athletic competition. This can be adjusted at the discretion of the Superintendent of School.



A student who is absent 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 out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

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 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 or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and 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.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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Athletic Competition

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; 18A:40-41.11

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; 6A:32-9.1

Adopted:



## 2451 ADULT HIGH SCHOOL

The Board of Education may determine a need exists in the community for the provision of educational services that will enable out-of-school adults to qualify for a State-endorsed high school diploma issued by the Board. The purpose of this program is to provide comprehensive life-long learning opportunities for adults. Accordingly, the Board may establish and implement a State-approved adult high school in accordance with rules of the State Board of Education.

The Board of Education may open and operate an adult high school, which shall offer adults opportunity, accessibility, and flexibility while maintaining high standards inherent in the awarding of a high school diploma pursuant to N.J.S.A. 18A:49-1 et seq., 18A:50-1 et seq., and 18A:50A-1 et seq. Courses shall be sufficiently varied for meeting the educational needs of adults and shall be designed to challenge participants to achieve their highest level of educational ability.

An educational plan shall be developed for each student in the district's adult high school program reflecting the student's past academic record, an analysis of past experiences for which credit may be awarded, graduation requirements, and a proposed schedule of courses for the current school year leading to completion of graduation requirements.

### Eligibility for Enrollment – N.J.A.C. 6A:20-2.2

To qualify for enrollment in the adult high school, a person shall:

1. Be a New Jersey resident;
2. Meet the age and out-of-school requirement at N.J.A.C. 6A:20-1.3;
  - a. A person enrolled in secondary school with senior standing who lacks an opportunity to take at his or her secondary school courses that are available in an adult high school shall be exempt from the out-of-school requirement provisions of N.J.A.C. 6A:20-1.3, provided the Superintendents of both the sending and receiving school districts approve in a written joint agreement the participation of such a person on a space-available basis in an adult high school. The written approval shall explicitly state the course(s) to be taken and the time frame covered by the agreement. Tuition established by the receiving school district on a cost-recovery basis may be charged to the sending school district for persons enrolled under this exception.



3. Have not earned a locally issued, State-endorsed high school diploma;
  - a. Persons holding locally issued high school diplomas may enroll in an adult high school on a space-available basis for the express purpose of supplementing their high school record. Tuition established by the host school district on a cost-recovery basis may be charged to persons enrolling under this exception; and
4. Complete and sign an application for enrollment including a statement of responsibilities.

#### Adults with Special Needs – N.J.A.C. 6A:20-2.3

Limited English proficient adults shall be required to demonstrate language fluency on a State-approved English proficiency assessment at a score level determined by the State Board of Education in accordance to N.J.A.C. 6A:20-2.3(a).

For an adult with previous experience in a special education program now seeking similar services at an adult high school, the Principal of the adult high school shall request, with the concurrence of the adult, the most recent evaluation and individualized educational plan (IEP) for the adult from the high school of last attendance, provided the evaluation was made within the last three years pursuant to N.J.A.C. 6A:20-2.3(b).

1. The Principal shall review the IEP to determine the services required by the plan and also the availability of such services at the adult high school.
  - a. If the IEP can be carried out, it shall serve as the instructional guide for the adult.
  - b. If the Principal determines the IEP cannot be carried out, the Principal shall promptly refer the adult to the nearest adult high school with staff available to offer the special services required in the IEP or to appropriate county or State agencies or institutions with resources and personnel able to serve the special needs of the adult.



2. If the evaluation was made more than three years prior to application to the adult high school, the IEP may not serve as a guide for the adult's instructional program at the adult high school.

Disabled adults without previous experience in a special education program or individuals with IEPs that have been issued more than three years prior to their application to the adult high school shall be counseled regarding educational options that would lead to high school graduation and shall be served to the maximum extent appropriate to the needs of the disabled adult within the capability of the program to provide such services in accordance to N.J.A.C. 6A:2.3(c).

#### Graduation Requirements – N.J.A.C. 6A:20-2.4

Adult high school students must pass the Statewide assessment test for graduation. When an adult is unable to pass the Statewide assessment test, there shall be further evaluation through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8, Standards and Assessments. When limited English proficient adults are unable to pass the Statewide assessment test, they shall be further evaluated through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8 and shall demonstrate English language fluency on a State-approved English proficiency assessment as a requirement for graduation.

When operating an adult high school, the Board shall meet the requirements for high school graduation pursuant to N.J.A.C. 6A:8-5 and Policy 5460.

The staff of the adult high school shall distribute to each entering adult a copy of all State and local adult high school graduation requirements. At the beginning of each course, all adults shall receive a list of proficiencies required for the successful completion of the course.

Successful completion of the requirements as outlined in N.J.A.C. 6A:20-2.4(a) and (b) and those established by the Board of Education shall be required as conditions for awarding a locally issued, State-endorsed diploma.

The Board shall not issue an adult high school diploma without State approval of the adult high school program and without signed verifications for all credit awarded for experience and an official transcript(s) being on file.



## Award of Credit – N.J.A.C. 6A:20-2.5

A Board of Education operating an adult high school shall annually adopt at a public meeting policies that provide for the awarding of credit, subject to the provisions outlined in N.J.A.C. 6A:20-2.5(a)1. through 6A:20-2.5(a)12.

## Awarding of Credit for Foreign Students – N.J.A.C. 6A:20-2.6

Credit for the equivalent of American secondary school studies experienced in a foreign country shall be reviewed by a recognized foreign credential evaluation expert or service following an evaluation of transcript(s) presented by the adult. The cost of such review shall be borne by the adult student.

## Maintaining Student Records – N.J.A.C. 6A:20-2.7

The adult high school program shall have the responsibility to compile, maintain, and retain student records, including daily attendance records, and to regulate access to and security of such records.

Attendance records will be compiled and maintained in accordance with Board Policy No. 9330 and State Board of Education rules governing student records and with law and State Board of Education rules governing financial records.

## Staffing – N.J.A.C. 6A:20-2.8

Pursuant to N.J.A.C. 6A:20-2.8, the adult high school shall have an adequate number of professional staff, properly certified for their respective assignments; however, persons involved in adult advisement shall be certified as either a Principal, supervisor, counselor, or teacher. The Board of Education shall assign to professional staff members only position titles recognized in N.J.A.C. 6A:9B, State Board of Examiners and Certification.

## Special Conditions – N.J.A.C. 6A:20-2.9

The rules set forth elsewhere in N.J.A.C. 6A governing the operation of a high school within a school district shall govern the operation of an adult high school unless otherwise explicitly stated in this Policy pursuant to N.J.A.C. 6A:20-2.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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Adult High School

Monitoring – N.J.A.C. 6A:20-2.10

Staff of the New Jersey Department of Education's Adult Education Unit shall monitor the adult high school program pursuant to the monitoring process outlined in N.J.A.C. 6A:20-1.6. The indicators of program quality with associated measures of performance as outlined in N.J.A.C. 6A:20-2.10(b) shall be used by the monitoring teams in carrying out the monitoring process in adult high schools.

N.J.S.A. 18A:7C-8; 18A:38-16; 18A:48-1; 18A:50-1 et seq.  
N.J.A.C. 6A:20-2.1 et seq.

Adopted:



## 2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For the purpose of this Policy, “gifted and talented students” mean students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, “instructional adaptation” means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student’s grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

The Superintendent or designee will develop procedures for an ongoing Kindergarten through grade twelve identification process for gifted and talented students that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.

The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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Gifted and Talented Students

The Superintendent or designee will take into consideration the Gifted Programming Standards, Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students.

The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

An individual who believes the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This Policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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Gifted and Talented Students

The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; 18A:35-34 through 39

N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5

P.L. 108-382, Sec. 10201 et seq.

Adopted:



## 5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

In accordance with N.J.S.A. 18A:40-12.35, the school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:



## 6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing may maximize the value received for each dollar spent. The Board of Education is encouraged to seek savings that may accrue to the school district by means of joint agreements for the purchase of goods or services with the governing body of any municipality or county.

For the purpose of this Policy, “cooperative pricing system” means a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own quantities and the estimated quantities submitted by the individual registered members.

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, “joint purchasing system” means a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.

For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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Cooperative Purchasing

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the provision and performance of goods or services shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed; the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties in accordance with N.J.S.A. 18A:18A-14.3.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

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Cooperative Purchasing

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, any party to such contract may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract, the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

N.J.S.A. 18A:18A-11 through 14  
N.J.S.A. 40A:11-1 et seq.  
N.J.A.C. 5:34-7  
N.J.A.C. 6A:23A-21.5

Adopted:



**6470.01 ELECTRONIC FUNDS TRANSFER AND  
CLAIMANT CERTIFICATION**

The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

“Electronic funds transfer” for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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6470.01/page 2 of 2  
Electronic Funds Transfer and  
Claimant Certification

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of Automated Clearing House (ACH) and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3  
N.J.S.A. 40A:5-16.5  
N.J.A.C. 5:30-9A.1 et seq.

Adopted:





## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, 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.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY

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School District Security

Access 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 improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured 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 in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



## 7450 PROPERTY INVENTORY

The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained records.

The district shall maintain a complete inventory by physical count of all district-owned equipment.

For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. A major loss shall be reported to the Board.

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a "supply" if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.



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Property Inventory

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition

Adopted:



## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent of Schools. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

### **Number the following uses in the appropriate order**

- 1   Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
- 2   Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
- 3   Departments and agencies of the municipal government;
- 4   Governmental agencies;
- 5   Community organizations formed for charitable, civic, social, or educational purposes;
- 6   Community political organizations;
- 7   Community church groups;
- 8   Private groups and organizations;
- 9   \_\_\_\_\_ (other).



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Use of School Facilities

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.



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Use of School Facilities

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted:



## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.





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Emergency and Crisis Situations

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



**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.

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:



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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 through .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

### B. Micro-Purchase Procedures

#### 1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

#### 2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set 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.



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3. Formal bid procedures will be applied on the basis of:
  - centralized system;
  - individual school;
  - multi-school system; and/or
  - State contract.
4. Because of the potential for purchasing more than 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.

### C. 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;



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- 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 for the base year and renewals as permitted;
  - 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 small and minority businesses, women's business enterprises, and labor surplus area firms;



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- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200:
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
  - (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 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;



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- 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);



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- 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, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
  - 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; and
  - aa. The Board of Education’s Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee’s response will be provided in writing to all potential bidders within \_\_\_\_\_ days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and 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.





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- 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.

### D. 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.



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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.

### E. 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.



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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 the applicable Federal or State micro-purchase threshold 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.

### F. 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.

**G. 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.

**H. 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 through .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 and considered as one source of pricing in addition to other prices:
  - 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.

## I. 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;



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- 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.

### J. 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.



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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.
- K. 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  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018



# POLICY

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### 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 \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS 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 \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:





## 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

### A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.



Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

**B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)**

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.



The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing



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plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic  
Violence Policy

Adopted:



## 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.



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Health and Physical Education

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.



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Health and Physical Education

19. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31

Adopted:



## 5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.5, 12.6, 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.





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Administration of Medication

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.



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Administration of Medication

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;  
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;  
18A:40-12.8; 18A:40-12.29 through 12.33

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted:



## 7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator or designee be responsible for the supervision of all building construction in this school district. Supervision shall include field inspection of the construction contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator or designee shall report periodically to the Board on the progress of the work of the construction contractor(s).

The Board 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 Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted to the Board for review and approval.



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Supervision of Construction

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the School Business Administrator or designee.

N.J.S.A. 18A:6-7.1 et seq.; 18A:18A-16; 18A:18A-43; 18A:18A-44

N.J.S.A. 18A:54-30 [**vocational districts**]

Adopted:



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M

### 8220 SCHOOL DAY

The Board of Education shall annually approve the time that school(s) will be in session, including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for students on those days and times recommended by the Superintendent and annually approved by the Board.

The Superintendent may close school, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any delayed opening or emergency school closing.

N.J.A.C. 6A:32-8.3

Adopted:



## 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 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, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).

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 school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

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.



# POLICY

## NEW DISTRICT BOARD OF EDUCATION

OPERATIONS

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### Reporting Potentially Missing or Abused Children

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 Superintendent of Schools or designee 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.

N.J.S.A. 18A:33-28; 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

Adopted:



## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.

The employer will provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

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Earned Sick Leave Law

The employer will permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

ADMINISTRATION

1642/page 3 of 3

Earned Sick Leave Law

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:



**3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT  
REPORTING RESPONSIBILITIES**

The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. For the purpose of this Policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district’s employ; or



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District  
Reporting Responsibilities

5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.

The Superintendent shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3  
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances

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### 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, "substance" or "substances" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching



# POLICY

## BEVERLY CITY BOARD OF EDUCATION TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances

staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal's designee responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances

A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted:



## 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a support staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities. Refusal by a support staff member to consent to the medical examination including a substance test will be deemed a positive result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support





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## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances

staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's supervisor responsible at the time of the alleged violation. Either the Principal or the staff member's supervisor responsible at the time of the alleged violation shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances

A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Commercial Driver's License Controlled Substance  
and Alcohol Use Testing  
M

### 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public.

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates the School Business Administrator or designee as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

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Commercial Driver's License Controlled Substance  
and Alcohol Use Testing

### Violations

Any violation of this Policy may result in discipline, up to and including termination.

### Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

### Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

### Definitions

“Alcohol use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory drug test” means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed drug test” means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 CFR 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (DER)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

"FMCSA" means Federal Motor Carrier Safety Administration.

"Initial drug test (also known as a "Screening drug test")" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

"Initial specimen validity test" means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

"Medical Review Officer (MRO)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" includes, but is not limited to, either in or on the driver's person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

"Substance Abuse Professional (SAP)" is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

#### Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.





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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

#### 2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

#### 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

- (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.



No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

#### Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

#### Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

#### Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

#### Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

#### Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.



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### Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

### Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;



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8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

#### Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.



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### Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.

### Consequences to Employees Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and
7. Be subject to the disciplinary Policy and Regulations of the Board.

### Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.





## Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.
2. Records Related to the Employee's Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the controlled substance test chain of custody and control form;
  - c. Documents sent to the employer by the MRO;
  - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
  - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies



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4. Records Related to Evaluations and Training
  - a. Records pertaining to the SAP's determination of an employee's need for assistance;
  - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
  - e. Documentation of supervisor training; and
  - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
  
5. Records Related to Drug Testing
  - a. Agreements with collection site facilities, laboratories, MROs, and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.



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### Commercial Driver's License Controlled Substance and Alcohol Use Testing

#### 6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years
A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year



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Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.

7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

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9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
  - (1) The identity of the person designated by the employer to answer employee questions about the materials;
  - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;
  - (4) Specific information concerning employee conduct that is prohibited;
  - (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
  - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
  - (7) The requirement that an employee submit to alcohol and controlled substance tests;
  - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
  - (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;

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- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.]

Omnibus Transportation Employee Testing Act of 1991  
49 CFR 40 et seq.  
49 CFR 382 et seq.  
49 CFR 395.2

Adopted:

FINANCES



6112 REIMBURSEMENT OF FEDERAL AND OTHER  
GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



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### Reimbursement of Federal and Other Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:

PROPERTY





## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, 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.

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School District Security

Access 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 improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured 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 in situations in which special risks are involved.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:

OPERATIONS



### 8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

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## BEVERLY CITY BOARD OF EDUCATION

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Student Transportation

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;

6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

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## 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, N.J.A.C. 6A, 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) 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.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the

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### Bus Driver/Bus Aide Responsibility

transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.

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 their employer that the individual has completed the training program within five business days of its completion. The employer 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 New Jersey Department of Education (NJDOE) 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 N.J.A.C. 6A:27-12.1(j)2. 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.

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.

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### Bus Driver/Bus Aide Responsibility

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.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

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.

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### Bus Driver/Bus Aide Responsibility

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 pursuant to N.J.S.A. 39:3B-27.

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:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

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## 8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, and with their Individualized Education Program (IEP). The Board will provide transportation in accordance with N.J.A.C. 6A:27-5.1 as a related service for a student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent with the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1.

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23  
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1

Adopted:



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## BEVERLY CITY BOARD OF EDUCATION

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Board Member Resignation and Removal

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### 0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents (N.J.S.A. 18A:12-3); or
2. The member's election or appointment to the office of mayor or member of the governing body of Beverly City (N.J.S.A. 18A:12-3); or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1 (N.J.S.A. 18A:12-2.2); or
4. The member falsely affirms or declares that he/she is not disqualified as a voter pursuant to N.J.S.A. 19:4-1 or that he/she is not disqualified from membership on the Board due to conviction of a crime or offense listed in N.J.S.A. 18A:12-1; or
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive meetings of the Board without good cause may be removed from office on the affirmative votes by majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least forty-eight hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-1; 18A:12-2; 18A:12-2.2; 18A:12-3; 18A:12-29

N.J.S.A. 19:27A-1 et seq.

Adopted:



0164.6 REMOTE PUBLIC BOARD MEETINGS DURING  
A DECLARED EMERGENCY

A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.
2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.

"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.



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"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

- C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3



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Remote Public Board Meetings  
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1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.
  2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
    - a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.
  3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
    - a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).



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Remote Public Board Meetings  
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2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
  - a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
  - b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.
3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
  - a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.
  - b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
  - a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.



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Remote Public Board Meetings  
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- a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
  - b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.
6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
- a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Board Secretary or designee by electronic mail and in written letter form by a reasonable deadline.
  - b. The Board shall not accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
  - c. The Board shall impose a reasonable time limit, where permitted by law, of five minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.



7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.
  - a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
  - b. A telephonic audio conference call line must have a queuing or similar function for regulating public comment.
  
8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.
  - a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
  - b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
  - c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
    - (1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;
    - (2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.







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Remote Public Board Meetings  
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- a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.
  - (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.
  - (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.
3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
  - a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
  - b. Requiring decision during the remote public meeting due to imminent time constraints.
4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.



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- a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.
  - b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.
  - c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
    - (1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.
7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
- a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
  - b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
    - (1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or



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- (2) Requiring decision during the remote public meeting due to imminent time constraints; or
  - c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
    - (1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
    - (2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
    - (3) The time, place, and manner in which notice of the meeting was provided; and
    - (4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.
8. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.



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- a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.
- F. Executive or Closed Session During Remote Public Meetings
1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
    - a. A separate non-public conference line or e-platform session may be employed for this purpose.
  2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
  3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.
  4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
  5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

N.J.A.C. 5:39-1.1 et seq.

Adopted:



## 1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

### A. New Jersey Family Leave Act

#### 1. Definitions Relative to New Jersey Family Leave Act

“Base Hours” means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers’ compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

“Eligible employee” means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.

“Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or



any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or
- b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
  - (1) Treatment two or more times by a health care provider; or
  - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;



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- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

### 2. Reasons for NJFLA Leave

- a. A staff member may take NJFLA leave to provide care made necessary by reason of:
  - (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
  - (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
  - (3) The serious health condition of a family member of the staff member; or





- (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:
  - (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;
  - (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or
  - (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.
3. Staff Member Eligibility
  - a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.
  - b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.



- c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.
- d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.
  - (1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.
- e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
- f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.
  - (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.



4. Types of NJFLA Leave

- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.
  - (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.
- b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.
  - (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
  - (2) A staff member shall provide the Board with certification pursuant to A.5. below.
- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.
  - (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.
    - (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.



- (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.
  - (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
- (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:
- (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;
  - (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
    - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;
  - (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and



- (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.
- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
- (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
  - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
  - (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.
- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:
- (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;
  - (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;



- (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and
    - (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
  - d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.
  - e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
    - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.
    - (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
    - (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.



5. Certification

- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
  - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
  - (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.
  - (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.
  - (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
  - (1) The date, if known, on which the serious health condition commenced;
  - (2) The probable duration of the condition;



- (3) The medical facts within the knowledge of the provider of the certification regarding the condition;
  - (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;
  - (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;
  - (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and
  - (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.
- e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:
- (1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;





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- (2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or
  - (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
- f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.
6. Denial or Exemption of NJFLA Leave
- a. Denial of NJFLA Leave
    - (1) The Board may deny NJFLA leave to a staff member if:
      - (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
      - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and



- (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
  - (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
  - (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.
- 7. Reinstatement from NJFLA Leave
  - a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.
  - b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.



8. Notice to Staff Members
  - a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.
  - b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.
9. Local Board of Education Practices
  - a. Accrued Paid NJFLA Leave
    - (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.
      - (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.
  - b. Multiple Leaves of Absence
    - (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.
10. New Jersey Family Leave Insurance Program (NJFLI)
  - a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
  - b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit



duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

- c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.
- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.
  - (1) The written notification may be transmitted to the staff member in electronic form.
  - (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

**B. Federal Family and Medical Leave Act**

**1. Definitions Relative to Federal Family and Medical Leave Act**

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).



“Hours of Service” means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

“Parent” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CFR §825.119.

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

## 2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

- (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;



- (2) For the placement of a son or daughter with a staff member for adoption or foster care;
  - (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
  - (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
- b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
  - c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.
3. Staff Member Eligibility
- a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.
  - b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.
    - (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
    - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.
    - (3) The Board shall not provide pay for FMLA leave.



- c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.
  - d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.
4. Types of FMLA leave
- a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.
  - b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member’s usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member’s schedule for a period of time, normally from full-time to part-time.



- (1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:
  - (a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.
    - (i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.
    - (ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
    - (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
  - (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
  - (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
  - (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.





- (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
    - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.
  - (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
  - (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.
    - (a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
    - (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.
5. Staff Member Notice Requirements
- a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.



- (1) If thirty days is not practical, a staff member must provide notice “as soon as practicable” which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
- (2) Where it is not possible to give as much as thirty days’ notice, “as soon as practical” ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
- (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
- (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
  - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
- (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.
  - (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member’s needs without unduly disrupting the Board’s operations, subject to the approval of the health care provider.



- (6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
  - b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.
    - (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
    - (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.
6. Outside Employment During FMLA Leave
  - a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
    - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.
    - (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.
7. "Instructional Employees" Exceptions for FMLA Leave
  - a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.



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- (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.
  - (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
  - c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.
  - d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member’s own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
    - (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
    - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member’s regular position.
  - e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.



- f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - (1) The FMLA leave will last three weeks; and
  - (2) A staff member would return to work during the three-week period before the end of the semester.
  
- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - (1) The FMLA leave will last more than two weeks; and
  - (2) The staff member would return to work during the two week period before the end of the semester.
  
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.
  
- i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:
  - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
  
- j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.



- k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:
  - (1) The Board shall be required to maintain a staff member's group health insurance; and
  - (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.
  
- 8. FMLA Leave Related to Military Service
  - a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
  - b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:
    - (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
  - c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:
    - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.
  
- 9. Verification
  - a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.



- (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.
- b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.
- (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
  - (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.
- c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:
- (1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
  - (2) The approximate date on which the serious health condition commenced, and its probable duration;
  - (3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.
    - (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;



- (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
  - (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;
  - (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;
  - (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and
  - (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.
- d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.





- (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.
  - e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.
    - (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
  - f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.
10. Reinstatement Following FMLA Leave
  - a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
    - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
    - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.
  - b. Denial of Reinstatement
    - (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.



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- (a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
  - (2) The Board may deny job restoration to “key employees”, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.
    - (a) A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member’s worksite.
  - (3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, a staff member has no right to restoration to another position under the FMLA.
    - (a) The Board’s obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers’ compensation laws.
  - (4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA’s job restoration or maintenance of health benefits provisions.
- c. Intent to Return to Work
  - (1) The Board may require a staff member on FMLA leave to report periodically on a staff member’s status and intent to return to work.
- d. Fitness for Duty Certification
  - (1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member’s own serious health condition that made a staff member unable to perform a staff member’s job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member’s health care provider that a staff member is able to resume work.



- (2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

- (1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.
  - (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
  - (b) The poster and the text will be large enough to be easily read and contain fully legible text.
  - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
- (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
- (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice



- (1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.
- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

- (1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

- (1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights



The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

- (1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.



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- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
  
- (3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.

29 CFR §785

N.J.S.A. 10:5-1; N.J.S.A. 34:11B et seq.

N.J.A.C. 13:14-1 et seq.

Adopted:



## 2415 EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

### Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

### Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

### Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.



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Every Student Succeeds Act

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

### Type of Title I Program

The school district will offer a \_\_\_\_\_ (School-wide or Target Assistance or Public School Choice) Title I program.

School-wide Program

High-poverty schools (a school with at least 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children in the school. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

### New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.





## Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

## Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

## Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and the ESSA.

## Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

## Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

## Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.



## Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

## Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

## Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

## Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



## 2415.02 TITLE I – FISCAL RESPONSIBILITIES

The Board of Education will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act (ESSA).

### Maintenance of Effort

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education will maintain either a combined fiscal effort per student or aggregate expenditures of State and local funds with respect to the provision of the free public education by the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

### Comparability with Multiple Schools

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.

### Comparability of Materials and Supplies

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

### Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

### Consent

PPRA requires written consent from parents of unemancipated minor students and students who are eighteen years old or emancipated minor students before such students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.



# POLICY

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Student Surveys, Analysis, and/or  
Evaluations

### “Opt a Student Out” Notice

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students will be provided an opportunity to opt out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;
2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

### Inspection

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Superintendent or designee shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights, and the inspection rights provisions of PPRA and this Policy. The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROGRAM

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Student Surveys, Analysis, and/or  
Evaluations

### PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

### The Protection of Pupil Rights Amendment (PPRA)

(20 U.S.C. §1232h; 34 CFR Part 98)

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



## 2415.20 EVERY STUDENT SUCCEEDS ACT COMPLAINTS

The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). A Board of Education shall adopt a policy and written procedures for resolving a written complaint presented by an individual or organization that alleges violations in the administration of the ESSA programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs authorized by the ESEA as amended by the ESSA; and/or
2. The NJDOE violated the administration of education programs required by the ESEA as amended by the ESSA.

Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:

1. The school district did not engage in consultation that was meaningful and timely;
2. The school district did not give due consideration to the views of the nonpublic school officials; or
3. The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.

A complaint shall be written and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter; the facts supporting the alleged violation as understood by the complainant at the time of submission; and any supporting documentation.

A complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the Superintendent of Schools or designee. The Superintendent of Schools or designee shall be



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## BEVERLY CITY BOARD OF EDUCATION

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Every Student Succeeds

Act Complaints

responsible to coordinate the investigation of the complaint. The Superintendent of Schools or designee shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation by the school district, the complainant must submit a written complaint to the Executive County Superintendent for the county where the school district is located. This process does not apply to alleged violations concerning participation of nonpublic school children.

The Executive County Superintendent will coordinate the investigation of a complaint. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent, the complainant may submit a written request for review of that determination to the Assistant Commissioner.

A complaint alleging the NJDOE violated the administration of a program must be submitted to the designated New Jersey Department of Education Assistant Commissioner. The appropriate NJDOE Office assigned by the Assistant Commissioner will coordinate the investigation of a complaint. When the investigation is complete, the Assistant Commissioner will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner will identify and impose the appropriate consequences or corrective actions as required by statute and/or regulation to resolve the complaint.

If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the Secretary of the United States Department of Education.

To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.

New Jersey Department of Education Elementary and Secondary Education Act (ESEA)  
Complaint Policy and Procedure

Adopted:





## 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board may employ substitutes and/or contract for substitutes for absent support staff members in order to ensure continuity in a program. The Board will annually approve a list of substitutes and rate of pay and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of the Every Student Succeeds Act (ESSA), paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:



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## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must meet one of the criteria listed above. The Superintendent or designee will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;  
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1;  
18A:27-7; 18A:27-8; 18A:39-19.1

N.J.S.A. 18A:54-20 [**vocational districts**]

Adopted:



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

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Administration of Medical Cannabis

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### 5330.01 ADMINISTRATION OF MEDICAL CANNABIS

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents and designated caregiver(s) to administer medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical cannabis to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. and that the parent or designated caregiver(s) be authorized to assist the student with the medical use of cannabis pursuant to N.J.S.A. 24:6I-1 et seq. The student and the designated caregiver(s) must complete registration with the Cannabis Regulatory Commission in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of cannabis must submit a written request with supporting documentation to the Principal requesting approval to have a designated caregiver(s) assist in the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical cannabis to the qualifying student patient. The medical use of cannabis by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical cannabis may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the designated caregiver(s) in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical cannabis must be in the possession of the designated caregiver(s) at all times, except during the administration process. The designated caregiver(s) shall comply with the requirements of the Principal's written approval for the administration of medical cannabis to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

STUDENTS

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Administration of Medical Cannabis

All health records related to the administration of medical cannabis to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of cannabis as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22

N.J.S.A. 24:6I-1 et seq.

N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted:



## 6360 POLITICAL CONTRIBUTIONS

### Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a for-profit entity that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.



# POLICY

## BEVERLY CITY BOARD OF EDUCATION

FINANCES

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Political Contributions

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, educational services under any Federally funded program, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted:



## 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(j). This lead sampling and analysis 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.

The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt. Within twenty-four hours after the Superintendent 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 written notification shall include: a description of the measures taken by the Superintendent or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; any additional remedial action taken or planned by the Board of Education; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; where the water outlet(s) is located; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2.

Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The





# POLICY

## BEVERLY CITY BOARD OF EDUCATION

PROPERTY

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Lead Testing of Water in Schools

Board 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(g)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(i).

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(k).

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

Adopted:



## 8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

### General Considerations

The Board shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.

A non-adult student may assert rights of access only through his or her parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.



## Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act (ESEA) of 1965. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

## Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.



## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Any district internet website shall not disclose any personally identifiable information about a student without receiving prior written consent from the student's parent, in accordance with the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.

## Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

#### Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

#### Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

#### Retention and Disposal of Student Records



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Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b).

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19  
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;  
6A:32-7.6; 6A:32-7.7; 6A:32-7.8  
20 U.S.C. §8528

Adopted:



## 9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.

However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings of each secondary student served by the Board of Education. Parents and/or adult students may submit a written request to the Superintendent or designee to opt out of the disclosure of such information for the student in which case the information will not be released without the parent's or adult student's written consent.

Parent(s) of secondary students and adult students shall be informed annually in writing of their right to request a secondary student's excusal from participation in all recruitment activities and/or from having their child's name, address, and/or telephone listing provided to a military recruiter, an institution of higher education, or a prospective employer.

The district will give military recruiters the same right of access to secondary students as generally provide to post-secondary institutions and prospective employers.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing at least forty-five working days before the planned activity and must be approved in advance by the Superintendent or designee. The Superintendent or designee shall not favor one recruiter over another, but shall not approve an activity that, in the judgment of the Superintendent or designee, carries a substantial likelihood of disrupting the educational program of the school or school district.

Nothing in this Policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

Elementary and Secondary Education Act of 1965 – §8528

Adopted:



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## 5512 HARASSMENT, INTIMIDATION, OR BULLYING

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- O. Reports to Law Enforcement
- P. Collective Bargaining Agreements and Individual Contracts
- Q. Students with Disabilities
- A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that 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. 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); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When 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 parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Definition of Harassment, Intimidation, or Bullying

"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;



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## Harassment, Intimidation, or Bullying

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 their person or damage to their 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.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.



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## C. Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a 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 parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, 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 that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping 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 students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or 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



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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, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; 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 shall 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. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or 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, or bullying to the designated school staff member.



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## D. Consequences and Remedial Actions

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, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

### Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.



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## Factors for Determining Remedial Measures

### Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

### Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

## Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



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## Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

## Examples of Remedial Measures

### Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;



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- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;





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- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member 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.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

### 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.



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## E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.



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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 acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an 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.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, 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, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 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. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).



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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, or 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.-



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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;



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- 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. Investigating Allegations of Harassment, Intimidation, or Bullying

### [Select Option 1 or Option 2]

#### [Option 1 – Investigate All Reports]

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.



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The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of 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. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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 alleged incident of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal 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 provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.



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

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or 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. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board 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 anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.





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At the regularly scheduled Board meeting following its receipt of the report 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, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 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 harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

## **[Option 2 – Principal's Preliminary Determination**

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment,



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intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school



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anti-bullying specialist in the investigation. Investigations of 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. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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 alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal 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 provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

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



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Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or 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.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board 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 alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report 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, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying 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.



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The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.]

## H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that 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 levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's



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response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

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 positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, 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, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.



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In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

## I. Reprisal or Retaliation

The Board of Education 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 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.

## J. False Accusations of Harassment, Intimidation, or Bullying

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

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;



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2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer 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.

## K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy 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 school district, along with a statement explaining that this 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 post a link to this Policy that is prominently displayed on the home page of the school district's website. 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 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. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.





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Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with 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. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

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

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, or 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



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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, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or 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, or 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 New Jersey Student Learning 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, or 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, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

## M. 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, or bullying which occurred during the previous reporting period in



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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.

## N. 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.

## O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related-acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

## P. 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.



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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.

Q. 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.

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

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

Adopted:





Bureau of Education & Research

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# Strengthen Your Special Needs Students' EXECUTIVE FUNCTION SKILLS: Reduce Impulsive Behaviors, Increase Focus and Develop Working Memory



A Unique One-Day In-Person Seminar or Live Online Seminar

## Kathy Morris

Outstanding Educator, Author and  
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Specifically Designed for Special Education Teachers, Speech-Language Pathologists, Occupational Therapists, General Education Classroom Teachers, Counselors, and Paraprofessionals

Help your special needs students improve in these key executive function areas: organization, time management, working memory, task completion, impulse control, emotional self-regulation, anger management, and social skills

Practical ways you can adapt your instruction to enhance students' ability to develop and use key executive function skills

Dozens of practical strategies that can be used to help students with special needs who have difficulty maintaining attention and organizing their time, tasks, personal space, and materials

Demonstrations, activities, examples, checklists, and much more, including a comprehensive digital resource handbook you can take back and begin using immediately with your students

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# Ten Key Benefits of Attending

*"A very helpful seminar filled with practical ideas and strategies you can immediately implement with your students, as well as share with your colleagues to reinforce across all settings."*

- CARLENE FAIRBANK,  
SPEECH-LANGUAGE  
PATHOLOGIST



## Who Should Attend

Special Education Teachers,  
Speech-Language  
Pathologists, Occupational  
Therapists, General  
Education Classroom  
Teachers, Counselors,  
and Paraprofessionals

- 1. Practical Strategies to Address Executive Function Weaknesses that Prevent Students' Success in School**  
What skills should we expect at certain ages and how can we help students with special needs who don't gain these vital executive function skills? Learn how you can recognize and strategize to teach your students who struggle to think and act in an organized way to manage their time, tasks, schedules, assignments, and behavior
- 2. Walk Away with Numerous Practical Strategies to Teach Executive Functioning Skills That Help Students Learn**  
Leave with specific strategies to teach and increase special needs students' skills in working memory, inhibitory control and mental flexibility ... How to teach these skills in ways that help students catch up on lost learning
- 3. Strategies to Help Your Students Improve in Key Executive Function Areas**  
Help students who have trouble completing assignments, focusing, setting goals, planning, sequencing, and initiating and persisting in task completion ... Strategies that work!
- 4. Address Self-Regulation and Self-Management Skills**  
Learn ways to help your special needs students with impulse control, whole-body listening and managing anxiety
- 5. Ways to Adapt Your Instruction and Classroom Structure**  
Techniques and tips to adapt your teaching that works for all students, but especially those who have difficulties with key executive functioning skills ... Quick and easy ideas for setting up routines and your classroom structure for optimal learning
- 6. Discover the Connection to Brain Research: What It Teaches Us About Best Practices for Instruction**  
Executive function work is all based on current research about how the brain takes in, processes and stores information ... Learn the practical application of this research that will greatly benefit your students with special needs
- 7. Tools and Strategies to Teach Independence and Emotional Regulation**  
Learn how to help your students become more independent with strategies that teach steps in planning, implementing the plan and self-evaluating when finished ... Strategies students can use for emotional regulation
- 8. How Executive Function Skills Impact Student Behavior and What You Can Do About It**  
Understand and learn practical solutions for impulse control, self-regulation and self-management ... Help your students with special needs to develop situational awareness to stop, think and plan before they respond negatively
- 9. How to Use Visual Strategies to Teach Executive Function Skills**  
Create visual strategies that help students gain and retain information ... Tips and tricks for helping your students catch up
- 10. Receive an Extensive Digital Resource Handbook**  
Each participant will receive a comprehensive digital resource handbook developed specifically for this seminar filled with strategies, ideas and research-based techniques that will support you as you help your students catch up

# Outstanding Strategies You Can Use Immediately

## What You Will Learn ...

- **Practical strategies for identifying and teaching** special needs students who lack the necessary executive function skills to be successful in both inclusive and resource classrooms
- Strengthen your **special needs students' executive function skills** in grades P-12
- Dozens of practical strategies designed to **increase attention, focus and impulse control**
- Recognize and strategize to **teach your students who struggle to think and act in an organized way** to manage their time, tasks, schedules, assignments, and behavior
- Help your students with **impulse control and self-regulation**
- **Strategies for co-teaching**, inclusive, and general education classrooms
- Flexible **problem-solving strategies** to fit the needs of specific students
- **Emotional regulation and anti-anxiety strategies** you can use immediately
- **Memory strategies** for studying, test taking, homework, and long-term project planning
- **Clearly define key executive function skills** and how they impact academic and social success in school
- **Low-prep strategies** you can use in the classroom or resource room the very next day
- **Proven ideas** for helping students plan their homework, manage short- and long-term projects or assignments, and carry out tasks to completion
- **Set up all your students for success** in an inclusive classroom
- **Dozens of practical strategies** for teaching students to remember, manipulate information, self-monitor, and self-check



*"Extremely beneficial seminar filled with strategies that I'll be able to use to help all students at our school!"*

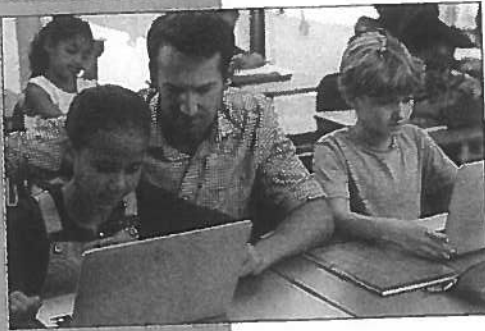
– MELISSA CREED, SPECIAL EDUCATION TEACHER

## Practical Ideas and Strategies

Over the past decade the research has exploded in the diagnosis and treatment of students who have difficulties in executive functioning. Executive dysfunction is thought to be the underlying neurological difficulty for many of our students with special needs. In this stimulating and interactive seminar, designed for grades Preschool-12 inclusive and special education settings, you will gain dozens of interventions and practical strategies you can use to help students lacking executive function skills. Join **Kathy Morris**, long-time and experienced teacher in the area of executive function disorders, for a day filled with ready-to-use ideas and strategies that will make a significant difference for your students with special needs who appear to be unorganized, off task and have self-regulation behavior issues. You won't want to miss this day filled with highly effective ideas and interventions to support your students to become more independent and develop greater executive control of their time, tasks and materials.



# A Message From Seminar Leader, Kathy Morris



## Uniquely Qualified Instructor

**Kathy Morris** has been a special education teacher for more than 30 years and a consultant for executive function disorders, behavior disorders, autism, assistive technology, and LIFE Skills, providing technical assistance, seminars and workshops to educators throughout the United States. She was named "Outstanding Educator of the Year" in her state and has served as Advisor to the President's Commission on Special Education. Kathy knows through experience what works for students who have trouble with executive function skills such as focusing, getting and staying organized, regulating their behavior, and making the choices that will help them be successful in school, both socially and academically. She is known for her fast-paced and interactive seminars that leave participants inspired to try new strategies with their students who struggle in school. You won't want to miss this day filled with highly effective ideas and interventions to support your students to become more independent and develop greater executive control of their time, tasks and materials. **You will leave her seminar with renewed energy and a toolkit of strategies to help you be more successful in your classroom immediately!**

Dear Colleague:

Children and adolescents who struggle with executive function disorders often look like those who just aren't paying attention, have difficulty making transitions or are purposely not controlling themselves. They may be unaware of the connections of their behavior and the consequences of the behavior. Their desks, backpacks and distance learning environments feel disorganized and they may have an inability to plan ahead. The exciting news is that current research clearly indicates that this deficit can be effectively addressed with proper interventions.

In this strategy-packed seminar, designed for grades Preschool-12 inclusive and special education settings, you will learn how to recognize executive functioning deficits and how they can inhibit learning, along with a toolbox of practical strategies for helping these students get organized, stay focused for longer periods of time and be more successful in school and in their online learning experience. Strategies in self-awareness, work completion, task initiation, planning, and organizing, will all be shared as well as ideas for impulse control, motivation, self-regulation and more!

You won't want to miss this opportunity to understand how executive functioning or dysfunction makes or breaks students' ability to be successful in school, both academically and socially. Come and learn new strategies and interventions that will make a significant difference for all your students.

Sincerely,

Kathy Morris

**P.S.** You will also receive the **extensive digital resource handbook** I designed specifically for this seminar **filled with strategies and ideas** ready for you to try with your students!

*"...you will learn how to recognize executive functioning deficits and how they can inhibit learning, along with a toolbox of practical strategies..."*



# What Your Colleagues Say About Kathy Morris

*"One of the best seminars I've attended in my years of practice. **Informational presentation by a lively presenter.**"*

– Anna Marie Vinci-Marzocca, Occupational Therapist

*"**Kathy is a passionate instructor** who compiled a very useful resource handbook of strategies and information that I can start using as soon as I head back to work."*

– Nina Tsung-Sze, Junior High Math Teacher

*"Kathy is fantastic! **I left feeling inspired, with a ton of new resources to use** with my private practice clients and high school students. Fantastic seminar with a wonderful personal touch!"*

– Stacie Bennett, Speech-Language Pathologist

*"**So many immediately usable resources and strategies.** Perfect to use for addressing all students where they are to elicit their best potential and show them they can and will achieve!"*

– Heather Rich, Title I



## About BER Seminars

### Outstanding Instructors

All programs are led by outstanding, top-rated BER national trainers.

### Extensive Digital Resource Handbook

You'll receive an extensive digital Resource Handbook full of practical strategies and resources. (For in-person seminars, registrants will also receive a printed copy of the resource handbook as long as their registration is received in the BER office at least 15 calendar days before the event.)

### Highly Interactive

You'll be able to ask questions, consult with the instructor, and share ideas with other participants.

### Program Guarantee

As we have for 45 years, we guarantee the high quality of our programs. If you are not satisfied, we'll give you a 100% refund.

# Special Benefits of Attending



"Kathy is an extremely knowledgeable presenter. She made the seminar fun and entertaining and shared great resources. I appreciated her sharing her expertise."

DR. JANE PETROZZINO,  
SUPERVISOR OF  
STUDENT SERVICES

## On-Site Training

Most BER seminars can be brought to your school or district in-person or online. See the options at [www.ber.org/onsite](http://www.ber.org/onsite) or call 877-857-8964 to speak to one of our On-Site Training Consultants.


## Extensive Digital Resource Handbook

Each participant will receive an extensive digital resource handbook giving you access to countless strategies. The handbook includes:

- Step-by-step strategies for meeting the needs of your students with executive function deficits
- Multiple resources and next-day ideas for organization, impulse control, memory, behavioral regulation, and attention/concentration
- Ideas for planning long-term projects, studying for tests, homework completion, as well as organizing space, materials and time

**For in-person seminars, registrants will also receive a printed copy of the resource handbook as long as their registration is received in the BER office at least 15 calendar days before the event.**

## ASHA CEUs Available

	<b>ASHA CE APPROVED PROVIDER</b>	Bureau of Education & Research  Intermediate Level 0.50 ASHA CEUs
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ASHA CE Provider approval does not imply endorsement of course content, specific products, or clinical procedures.

ASHA-Required Disclosure Statement for Kathy Morris:

**Financial:** Presenter for the Bureau of Education & Research and receives honorarium compensation.

**Nonfinancial:** No relevant nonfinancial relationships exist.

Have your ASHA Account Number available at the seminar if you will be completing forms for the ASHA CE Registry.

## Meet Inservice Requirements / Earn State CEUs

Participants of In-Person and Live Online Seminars and those completing the Recorded Version online can receive a certificate of participation that may be used to verify five continuing education hours. For details about state CEUs available, visit [www.ber.org/ceus](http://www.ber.org/ceus)

## Earn One to Four Graduate Semester Credits



Up to four graduate level professional development credits are available with an additional fee and completion of follow up practicum activities. Details may be found at [www.ber.org/credit](http://www.ber.org/credit)

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### Other Professional Development Options:



#### Recorded Version of the Seminar

Order the recorded version of this seminar to take online at your convenience. You'll have access to the entire course and to the extensive digital resource handbook. To enroll, see registration form on page 7, and for optional CEUs and graduate credit, please visit [www.ber.org/credit](http://www.ber.org/credit)



#### Related On-Demand Online Courses

Two related On Demand Video-Based Online Learning courses, *Catching Up Your Students with Disabilities Who Have Fallen Behind*, for Grades 1-12, and *Strengthening the Executive Function Skills of Students with Special Needs*, for Grades K-12, are available for immediate registration. To enroll, visit [www.ber.org/online](http://www.ber.org/online)

# Strengthen Your Special Needs Students' EXECUTIVE FUNCTION SKILLS:

## Reduce Impulsive Behaviors, Increase Focus and Develop Working Memory

### Registration (XFX3W1)

1. **Cherry Hill** (Mt. Laurel), NJ – January 23, 2023
2. **Chicago North** (Elk Grove Village), IL – January 26, 2023
3. **Chicago South** (Alsip), IL – January 27, 2023
4. **Long Island** (Plainview), NY – January 25, 2023
5. **Newark** (West Orange), NJ – January 24, 2023
6. **LIVE ONLINE:** February 1, 2023 (Start time: 9 AM Eastern)
- or—
7. **I'd like to order the recorded version of this seminar**

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 and login details are sent via e-mail*

E-MAIL ADDRESS (REQUIRED FOR EACH REGISTRANT) \_\_\_\_\_

HOME MAILING ADDRESS \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**IMPORTANT: PRIORITY ID CODE**

Fill in the six digit number on the mail label next to the word "ID" or on your email

### METHOD OF PAYMENT – Team Discount Available

The registration fee is \$279 per person, for teams of three or more registering at the same time, the fee is \$259 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


### FIVE EASY WAYS TO REGISTER:

 REGISTER ONLINE at: [www.ber.org](http://www.ber.org)

 EMAIL this form to: [register@ber.org](mailto:register@ber.org)

 PHONE toll-free: 1-800-735-3503  
(Weekdays 5:30 am - 5:00 pm Pacific Time)

 FAX this form to: 1-425-453-1134

 MAIL this form to: **Bureau of Education & Research**  
915 118th Avenue SE • PO Box 96068  
Bellevue, WA 98009-9668

### Program Hours

- All **In-Person** Seminars are scheduled 8:30 a.m. – 3:15 p.m. Check-in is 8:00 a.m. – 8:30 a.m.
- All **Live Online** Seminars are scheduled 9:00 a.m. – 3:30 p.m. in the time zone indicated. Check in 15 minutes prior. Registrants will be sent login information by email four days before their Live Online Seminar.

### Fee

The registration fee is \$279 per person, \$259 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.**

Fee includes seminar registration, a certificate of participation and an extensive digital resource handbook. The fee is the same for In-Person Seminars, Live Online Seminars or Recorded Seminars.

**For in-person seminars, registrants will also receive a printed copy of the resource handbook as long as their registration is received in the BER office at least 15 calendar days before the event.**

### Meeting Sites and Hotel Accommodations

Seminars will be held at the following sites:

- Cherry Hill: Hilton Garden Inn – Mt. Laurel, (856) 234-4788
- Chicago North: Holiday Inn – Elk Grove Village, (847) 437-6010
- Chicago South: DoubleTree – Alsip, (708) 371-7300
- Newark: The Wilshire Grand Hotel – West Orange, (973) 731-7007
- Long Island: Four Points by Sheraton – Plainview, (516) 694-6500

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 seminar. Late cancellations made prior to the event date will be refunded less a \$15 service fee. Substitutions may be made at any time without charge.

### Further Questions

Call the Bureau of Education & Research (800) 735-3503 or visit us online at [www.ber.org](http://www.ber.org)

### 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.

XFX3W1

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STUDENT COUNT

GRADE/TEACHER

**PRE-K**

Ms. Scarperia	15
Ms. Foglio	12
Ms. Spratt	15
Mrs. Longstreet	15

**KINDERGARTEN**

Mrs. Shockley	14
Ms. Costigan	15
Ms. Kehlenbeck	2

**FIRST GRADE**

Mrs. Farrelly	14
Ms. DiMedio	13
Ms. Kehlenbeck	4

**SECOND GRADE**

Mrs. Maldonado	18
Mr. Vogeley	17
Ms. Kehlenbeck	3

**THIRD GRADE**

Mrs. McCloskey	9
Mrs. Fisher	10
Mrs. Blythe	4

**FOURTH GRADE**

Mrs. Saric	15
Ms. Balkovic	13
Mrs. Blythe	3

**FIFTH GRADE HOMEROOM**

Mr. Spahr	18
Mrs. Harmon	17
Mrs. Blythe	3

**SIXTH GRADE HOMEROOM**

Ms. Buggs	17
Mr. Dempster	17
Mr. Morrissey	1

**SEVENTH GRADE HOMEROOM**

Mrs. Torrillo	22
Mr. Morrissey	2

**EIGHTH GRADE HOMEROOM**

Mrs. Druding 8 <sup>th</sup> Gold	19
Mrs. Whittington 8 <sup>th</sup> Blue	13
Mr. Morrissey	6

**TOTAL COUNT** 346

Attendance Totals for Beverly Elementary School from 11/01/2022 - 11/16/2022  
Report 1005 run on 11/16/2022

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All	All	31	310	290	20	41	31	29	93.548	93.548
02	All	All	38	380	351	29	37	38	35.1	92.368	92.368
03	All	All	23	230	206	24	21	23	20.6	89.565	89.565
04	All	All	31	310	276	34	17	31	27.6	89.032	89.032
05	All	All	38	380	357	23	26	38	35.7	93.947	93.947
06	All	All	35	350	333	17	36	35	33.3	95.143	95.143
07	All	All	24	240	223	17	25	24	22.3	92.917	92.917
08	All	All	38	380	349	31	29	38	34.9	91.842	91.842
3F	All	All	30	297	266	31	41	29.7	26.6	89.562	89.562
4F	All	All	27	261	233	28	27	26.1	23.3	89.272	89.272
KF	All	All	33	318	287	31	25	31.8	28.7	90.252	90.252
<b>TOTAL</b>			<b>348</b>	<b>3,456</b>	<b>3,171</b>	<b>285</b>	<b>325</b>	<b>345.6</b>	<b>317.1</b>	<b>91.753</b>	<b>91.753</b>

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		31	310	290	20	41	31	29	93.548	93.548
02	All		38	380	351	29	37	38	35.1	92.368	92.368
03	All		23	230	206	24	21	23	20.6	89.565	89.565
04	All		31	310	276	34	17	31	27.6	89.032	89.032
05	All		38	380	357	23	26	38	35.7	93.947	93.947
06	All		35	350	333	17	36	35	33.3	95.143	95.143
07	All		24	240	223	17	25	24	22.3	92.917	92.917
08	All		38	380	349	31	29	38	34.9	91.842	91.842
3F	All		30	297	266	31	41	29.7	26.6	89.562	89.562
4F	All		27	261	233	28	27	26.1	23.3	89.272	89.272
KF	All		33	318	287	31	25	31.8	28.7	90.252	90.252
<b>TOTAL</b>			<b>348</b>	<b>3,456</b>	<b>3,171</b>	<b>285</b>	<b>325</b>	<b>345.6</b>	<b>317.1</b>	<b>91.753</b>	<b>91.753</b>

Total Sum of All Schools ADE: 345.6

Total Sum of All Schools ADA: 317.1



## Nurse's Monthly Report

Date Range: 10/13/2022-11/17/2022

Student Visits: 234

Physicals Processed: 33

Health Screenings Performed: 33

Students Requiring Emergency Services (911): 0

Employee Visits: 7

Documented Contagious Illnesses: 6

Child Study Team Referrals Completed: Screenings completed per request: 0

### Other:

- Reviewed immunization and physical exams for new/transfer students for school compliance
- Ordering and obtaining health office supplies
- Communication with parents regarding immunization deficiencies
- Sent home emergency care plans for completion
- Streamlined medical needs into Genesis record system for teacher accessibility and student confidentiality
- Facilitated school health clinic visits and medication administration
- Medical planning for new/transfer students
- Reviewed health forms and secured medications for 22-23 school year
- Intake and organization of donated clothing for students
- Monitored the weekly activity level of COVID in Burl. County
- Followed NJDOH/CDC guidelines for tracking/assessing students and staff with COVID symptoms and making appropriate referrals as well as follow-up on COVID testing results and clearing for reentry to school
- Placed bulk order for 824 COVID antigen tests from NJDOH. 2 per student/staff member
- CDRSS tracking system completion – weekly submission
- Worked with Sports Paradise to give Thanksgiving meals to 3 families within the district
- Assisted School Physician, Dr. Bonett, in conducting sports physicals for the 22-23 basketball season on 22 students on 11/2
- Sent home flu vaccination requirement letters for PreK students
- Collected and reviewed sports physicals in partnership with school physician for boys and girls basketball team
- Medical planning for boys and girls basketball team/educating coaches
- State Immunization Audit on 10/14

Prepared by Alyssa de la Pena, BSN, RN, CSN-NJ  
Beverly City School Nurse



**Reporting Form for Harassment, Intimidation, and Bullying  
HIB CASE # 1**

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 a staff member that RK called MW fat.

**FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:**

RK confirmed that he called MW fat and drew a picture illustrating MW with a large stomach.

Yes, this was harassment, intimidation, and/or bullying

**DESCRIPTION OF SERVICES AND/OR INTERVENTIONS:**

RK received two days of suspension, and had a mandatory conference with the school counselor. MW was assigned a mentor in the building to provide additional support.

No, this case was determined to be non-HIB related or non-actionable HIB<sup>1</sup>

Results of the investigation were inconclusive

Signature of the Superintendent

*E. Shawbke*

Date

*11/2/2022*

Board of Education Meeting Date

*NOV. 17, 2022*

<sup>1</sup>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.