BEVERLY CITY SCHOOL DISTRICT

BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School **6:00 PM**

October 17, 2018 **Beverly School Library**

AGENDA

1. CALL TO ORDER

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on June 17, 2018 A copy was also submitted to the Beverly Post Office.

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

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

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

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, 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

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

4. President opens meeting

5. Board Member Comments on the Agenda

6. Public Comment on Agenda Items Only

7. Student Recognition

8. MOTION: To approve the minutes for the Regular meeting on September 19, 2018.

Roll Call

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

MONTHLY FINANCIALS/CONTRACTS:

9. Consent Agenda:

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

A.MOTION: To accept the financial Report of the Secretary for the month ending August 2018: Balance on hand $1,679,848.02

Board Secretary's Month Certification

BEVERLY
CITY SCHOOL DISTRICT

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of August 2018, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

_____ _____

Sch. Bus. Adm./Board Secretary Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of August 2018, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B. MOTION: To accept the financial report of the Treasurer of School Monies ending August 2018.

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

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

E. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $356,661.00 for the month of October 2018 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

F. MOTION: To approve the gross payroll wages for the pay period ending September 15, 2018 in the amount of $153,472.50 and for the pay period ending September 30, 2018 in the amount of $158,622.80 in the total amount of $312,095.30 for the month of September 2018.

Roll Call

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

BEVERLY CITY SCHOOL DISTRICT

FINANCIALS/CONTRACTS:

10. 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 the Blackboard Quote effective September 1, 2018 – June 30, 2019 in the amount of renewal and for the 2018-2019 school year in the amount of $750.00.

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

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

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

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

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

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

Roll Call

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

BEVERLY
CITY SCHOOL DISTRICT

PERSONNEL:

11. Consent Agenda:

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

A. MOTION: BE IT RESOLVED, that the Board of Education approve Melanie Kranz as Girls' Basketball Coach stipend position for the 2018-2019 school year in the amount of $2,352.00.

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

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

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

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

F.MOTION: To approve the Sub Caller List:

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

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

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

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

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

BEVERLY CITY SCHOOL DISTRICT

Roll Call

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

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

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

A.MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Anneliese McCloskey and Lori Genovesi to attend the It's All About The Books Workshop on October 22nd, 29th, & November 5th, 2018, in the total amount of $338.00.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Charles Giambron to attend the Safe School Resource Officer/School Liasion Training on January 7th – 11th, 2018, in Blackwood, NJ, in the total amount of $350.00.

Roll Call

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

CURRICULUM:

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 purchase of Learning Ally building license for two years in the amount of $2,143.00 to support students with reading differences.

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

BEVERLY
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Roll Call

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

POLICIES:

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

-Policy #5512 HIB
-Policy #0169.02 Board Member Use of Social Networks
-Policy #3437 Military Leave
-Policy #4437 Student Tracking Devices
-Policy #5516.01 Student Tracking Devices
-Policy #7425 Lead Testing of Water in Schools
-Policy #7440 School District Security
-Policy #7441 Electronic Surveillance in School Buildings and on School Grounds
-Policy #8507 Breakfast Offer Versus Serve
-Policy #8630 Bus Driver/Bus Aide Responsibility
-Policy #9742 Use of Electronic Signatures
-Policy #1550 Equal Employment/Anti-Discrimination
-Policy #2431 Athletic Competition
-Policy #2431.8 Varsity Letters for Interscholastic Extracurricular Activities
-Policy #5350 Student Suicide Prevention
-Policy #5533 Student Smoking
-Policy #5535 Passive Breath Alcohol Sensor Device
-Policy #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
-Policy #8462 Reporting Potentially Missing and Abused Children
-Policy #8561 Procurement Procedures for School Nutrition Programs
-Policy #1613 Disclosure and Review of Applicant's Employment History

Roll Call

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

15. Old Business

16. New Business

BEVERLY
CITY SCHOOL DISTRICT

17. Superintendent's Report

A.Enrollment Report

B.Attendance Report

C.Nurse's Report

D.Discipline Report

E. H.I.B. Incidents:

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

F. Drills:

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

18. Correspondence

19. Board Comments

20. Public Comments

Roll Call

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

MOTION: Executive Session Resolution:

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

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

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

BEVERLY
CITY SCHOOL DISTRICT

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

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

_____Residency Hearing_____);

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

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

Roll Call

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

21. Adjournment

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BEVERLY CITY SCHOOL DISTRICT

BEVERLY CITY BOARD OF EDUCATION
601 Bentley Avenue
Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School
September 19, 2018

6:00 PM
Beverly School Library

MINUTES

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the Board President Richard Wolbert and the following was read. The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on June 17, 2018 A copy was also submitted to the Beverly Post Office.

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

BEVERLY CITY SCHOOL DISTRICT

3. Roll Call

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

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

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

There were zero (0) member of the public present at the meeting.

5. Board Member Comments on the Agenda

There were no board comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. PARCC Presentation:

Mrs. Lawlor and Mrs. Giacobbe presented the PARCC presentation to the Board of Education.

8. A motion was made by Stacey Atkinson and seconded by Barbara Kelly to approve the minutes for the Regular meeting on August 15, 2018.

Roll Call

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

BEVERLY
CITY SCHOOL DISTRICT

MONTHLY FINANCIALS/CONTRACTS:

9. Consent Agenda:

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

A.MOTION: To accept the financial Report of the Secretary for the month ending June 2018: Balance on hand $1,349,136.58

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 June 2018, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

_____ _____

Sch. Bus. Adm./Board Secretary Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of June 2018, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B.MOTION: To accept the financial Report of the Secretary for the month ending July 2018: Balance on hand $895,053.03

Board Secretary's Month Certification

Budgetary Line Item Status

BEVERLY
CITY SCHOOL DISTRICT

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of July 2018, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

_____ _____

Sch. Bus. Adm./Board Secretary Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of July 2018, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C. MOTION: To accept the financial report of the Treasurer of School Monies ending June 2018.

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

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

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

G. MOTION: To approve the purchase orders in the amount of $ 536,437.13 for the month of September 2018.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling $278,629.71 for the month of September 2018 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

I. MOTION: To approve the gross payroll wages for the pay period ending August 15, 2018 in the amount of $39,742.80 and for the pay period ending August 31, 2018 in the amount of $39,187.19 in the total amount of $78,929.99 for the month of August 2018.

J. MOTION: BE IT RESOLVED, that the Board of Education has deemed the attached items obsolete and no longer needed in the school district and approve the Business Administrator/Board Secretary to post the items on GovDeals:

- Piano
- Large Round Catering Tables

BEVERLY
CITY SCHOOL DISTRICT

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Affirmative, Abstained on Item H	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

FINANCIALS/CONTRACTS:

10. Consent Agenda:

A motion was made by Stacey Atkinson and seconded by Barbara Kelly 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 Shared Services Agreement between the Board of Education of the Beverly City and the Board of Education of the Borough of Point Pleasant Beach for School Business Administrator services for the 2018-2019 school year based on the approved agreement drafted by Board Counsel and the School Business Administrator of the Point Pleasant Beach School District.

On the recommendation of the Superintendent, the Board of Education authorizes the provision of business services from the Office of the School Business Administrator of the Point Pleasant Beach School District to the Beverly City School District for the 2018-2019 school year, in accordance with a shared-services agreement between the Point Pleasant Beach Board of Education and the Beverly City Board of Education, for the annual fee of $96,663.00 (pro-rated) to be paid by the Beverly City Board of Education to the Point Pleasant Beach Board of Education. The Board acknowledges and understands that the provision of such business services to the Beverly City School District by the School Business Administrator employed by the Point Pleasant Beach Board of Education, is the subject of a contract for such services to be rendered by the tenured School Business Administrator of the Point Pleasant Beach School District, and that action by the Board of Education is subject to the provisions of *NJAC* 6A:23A-3.1(c), requiring approval of employment contracts for school business administrators by the Executive County Superintendent and that the Board of Education may need to take a subsequent action to confirm this motion after the proposed employment contract for the Point Pleasant Beach School District's School Business Administrator is approved by the Executive County Superintendent responsible for review of such contracts for administrators serving in such positions employed by boards of education in Ocean County.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the bus lease agreement with H.A. DeHart & Son for the 2018-2019 school year. The bus lease will allow Beverly City Board of Education to run the Palmyra High School route in-house at a daily rate of $100.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Garden State Transport Renewal for the 2018-2019 school year to BCIT West in the total amount of $31,429.80

D. MOTION: BE IT RESOLVED, that the Board of Education approve the 2018-2019 Athletic Scheduling Fee in the amount of $58.00.

Mr. Wolbert took some time to explain the "A" motion. He noted there has been a push for shared services and that this Board of Education understands the benefits to do shared services. Mr. Wolbert also noted the shared services we have with the municipality. The Board of Education supports the shared service for school business administer services.

Roll Call

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

PERSONNEL:

11. Consent Agenda:

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

A.MOTION: BE IT RESOLVED, that the Board of Education approve Edward Carragher as a bus driver in the amount of $20.00 per hour, for the duration of the Palmyra High School run, and as a paraprofessional at the rate of $17.44 an hour effective October 1, 2018, as needed.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Megan Goodspeed, as a paraprofessional, retroactive, Step #10, $16.30 per hour, retroactive to September 1, 2018, as needed.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Samantha Swal, as a teacher, BA Step #4, at the salary of $50,151.00, retroactive to September 1, 2018, as needed.

D.MOTION: BE IT RESOLVED, that the Board of Education approve the following staff as General Detention teachers for the 2018-2019 School Year per the negotiated amount in the BEA Contract (on an as needed basis and a rotating schedule):

-Dorothy Foglio
-Glenn Dempster
-Lori Genovesi
-Karen Spratt
-Kathy Tipton

-Lisa Scarperia
-Brittney Kelley
-Donna Groves
-Lisa DiPace

E.MOTION: To approve the Sub Caller List:

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

Roll Call

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

PROFESSIONAL DEVELOPMENT:

12. Consent Agenda:

A motion was made by Donato Marable and seconded by Barbara Kelly 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: BE IT RESOLVED, that the Board of Education approve the Professional Development for Kerri Lawler to attend the Reducing Chronic Absenteeism Workshop on November 19, 2018 in Monroe, NJ, there will be no charge to the district.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Angela Best to attend the New Jersey Science Convention on October 23rd & 24th, 2018 in Princeton, NJ, there will be no charge to the district.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Samantha Swal and Paige Balkovic retroactive during the summer months in the amount of $100.00 per day, three days of training.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Professional Development for Stephanie Borato to attend Links for Literacy training on October 3, 2018 at a cost of $500.

Roll Call

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

POLICIES:

13. A motion was made by Stacey Atkinson and seconded by Donato Marable to approve BE IT RESOLVED, that the Board of Education approve the first reading of the following policies:

-Policy #5512 HIB
-Policy #0169.02 Board Member Use of Social Networks
-Policy #3437 Military Leave
-Policy #4437 Student Tracking Devices
-Policy #5516.01 Student Tracking Devices
-Policy #7425 Lead Testing of Water in Schools
-Policy #7440 School District Security
-Policy #7441 Electronic Surveillance in School Buildings and on School Grounds
-Policy #8507 Breakfast Offer Versus Serve
-Policy #8630 Bus Driver/Bus Aide Responsibility
-Policy #9742 Use of Electronic Signatures
-Policy #1550 Equal Employment/Anti-Discrimination
-Policy #2431 Athletic Competition
-Policy #2431.8 Varsity Letters for Interscholastic Extracurricular Activities
-Policy #5350 Student Suicide Prevention
-Policy #5533 Student Smoking
-Policy #5535 Passive Breath Alcohol Sensor Device
-Policy #5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
-Policy #8462 Reporting Potentially Missing and Abused Children
-Policy #8561 Procurement Procedures for School Nutrition Programs
-Policy #1613 Disclosure and Review of Applicant's Employment History

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Absent
K. Lee Dixon	Affirmative, Abstain on Policy 8507 and 8561	Mary Wolbert	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

BEVERLY
CITY SCHOOL DISTRICT

FIELD TRIP:

14. A motion was made by Stacey Atkinson and seconded by Barbara Kelly: BE IT RESOLVED, that the Board of Education approve the field trip request for Larissa Druding to attend the Adventure Aquarium in Camden, NJ on February 21, 2019, approximately 115 students and 10 chaperones (students will pay $20.00), there will be no cost for chaperones, transportation via Riverline.

Roll Call

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

15. Old Business

There was no old business for the month.

16. New Business – District Policy School Security Program – There was discussion about the new hire of a security guard. The administration will share this with the Board of Education and possibly add to the agenda at a future meeting.

17. Superintendent's Report

A. Enrollment Report: 306

B. Attendance Report

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

C Nurse's Report

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

D. Discipline Report

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

E. H.I.B. Incidents:

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

BEVERLY
CITY SCHOOL DISTRICT

F. Drills:

Lockdown Drill – September 13, 2018 – 9:37 AM
Shelter in Place – September 13, 2018 – 11:02 AM
Fire Drill – September 19, 2018 – 9:45 AM – 3 Minutes 20 Seconds

18. Correspondence

There was no correspondence for the month.

19. Board Comments

There were no Board comments for the month.

20. Public Comments

The public portion of the meeting was opened and closed at 6:54 p.m. There were no comments from the public.

21. MOTION: Executive Session Resolution:

A motion was made by K. Lee Dixon and seconded by Barbara Kelly: WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

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

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately 7:15 p.m. this evening.

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

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.

BEVERLY CITY SCHOOL DISTRICT

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.

22. Adjournment from Executive Session

A motion was made by Barbra Kelly and seconded by K. Lee Dixon to adjourn from executive session at 7:12 p.m.

Roll Call

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

23. Adjournment

A motion was made by Barbara Kelly and seconded by K. Lee Dixon to adjourn the Board of Education Meeting at 7:14 p.m.

Roll Call

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

Respectfully submitted:

Brian F. Savage

Brian F. Savage, Ed.D.

Board Secretary/Staff Accountant

9/13 9:33am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2018

9A

ASSETS AND RESOURCES

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

101	Cash in bank		$1,679,848.02
102-107	Cash and cash equivalents		$500.00
116	Capital reserve Account		$181,976.00
	Accounts receivable:		
132	Interfund	$365,303.23	
141	Intergovernmental - State	$208,900.27	
143	Intergovernmental - Other	$26,911.00	
			$601,114.50

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

301	Estimated Revenues	$6,612,354.00	
302	Less Revenues	($253,994.18)	
			$6,358,359.82
	Total assets and resources		$8,821,798.34

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2018

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
	Other current liabilities				$18,521.00
	TOTAL LIABILITIES				$18,521.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for Encumbrances - Current Year			$4,492,543.77	
	Reserved fund balance:				
760	Reserved Fund Balance			$392,738.95	
601	Appropriations		$7,214,885.00		
602	Less : Expenditures	$333,020.65			
603	Encumbrances	$4,492,543.77	($4,825,564.42)		
				$2,389,320.58	
	Total Appropriated			$7,274,603.30	
--- U n a p p r o p r i a t e d ---					
770	Unreserved Fund Balance -			$2,131,205.04	
303	Budgeted Fund Balance			($602,531.00)	
	TOTAL FUND BALANCE				$8,803,277.34
	TOTAL LIABILITIES AND FUND EQUITY				$8,821,798.34

Beverly City Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$7,214,885.00	$4,825,564.42	$2,389,320.58
Revenues	($6,612,354.00)	($253,994.18)	($6,358,359.82)
	$602,531.00	$4,571,570.24	($3,969,039.24)
Less: Adjust for prior year encumb.	$0.00	$0.00	
Budgeted Fund Balance	$602,531.00	$4,571,570.24	($3,969,039.24)

Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$602,531.00	$4,571,570.24	($3,969,039.24)
Fund 18 (Restricted ED JOBS)	$0.00	$0.00	$0.00
Fund 19 (Restricted FEMA Block Grants)	$0.00	$0.00	$0.00
TOTAL Budgeted Fund Balance	$602,531.00	$4,571,570.24	($3,969,039.24)

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 2 Month Period Ending 08/31/2018

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$2,904,839.00	$240,411.16		$2,664,427.84
3XXX	From State Sources	$3,690,680.00	$8,700.00		$3,681,980.00
4XXX	From Federal Sources	$16,835.00	$4,883.02		$11,951.98
	TOTAL REVENUE/SOURCES OF FUNDS	$6,612,354.00	$253,994.18		$6,358,359.82

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$1,607,634.00	$32,088.39	$1,469,124.12	$106,421.49
11-2XX-100-XXX	Special Education - Instruction	$352,509.00	$37,708.40	$310,226.45	$4,574.15
11-230-100-XXX	Basic Skills - Remedial Instruction	$67,406.00	$0.00	$67,406.00	$0.00
11-240-100-XXX	Bilingual Education - Instruction	$56,575.00	$0.00	$56,575.00	$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$13,000.00	$785.00	$9,215.00	$3,000.00
11-402-100-XXX	School-Spons. Athletics - Instruction	$8,500.00	$1,680.12	$4,500.00	$2,319.88
11-4XX-100-XXX	Other Instrc. Programs - Instruction	$1.00	$0.00	$1.00	$0.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	$1,594,486.00	($3,671.00)	$245,860.00	$1,352,297.00
11-000-211-XXX	Attendance and Social Work Services	$34,605.00	$6,990.75	$27,170.36	$443.89
11-000-213-XXX	Health Services	$142,581.00	$7,665.68	$132,592.54	$2,322.78
11-000-216-XXX	Speech, OT,PT & Related Svcs	$95,009.00	$1,360.32	$92,079.00	$1,569.68
11-000-217-XXX	Other Support Serv - Students Extra Srvc	$20,163.00	$0.00	$14,063.00	$6,100.00
11-000-218-XXX	Guidance	$21,525.00	$3,004.52	$15,020.48	$3,500.00
11-000-219-XXX	Child Study Teams	$330,883.00	$10,067.52	$243,591.18	$77,224.30
11-000-221-XXX	Improv of Inst. - Instruc Staff	$258,777.00	$31,940.48	$225,451.52	$1,385.00
11-000-222-XXX	Educational Media Serv/School Library	$4,920.00	$0.00	$4,000.00	$920.00
11-000-223-XXX	Instructional Staff Training Services	$19,000.00	$943.69	$0.00	$18,056.31
11-000-230-XXX	Supp. Serv.-General Administration	$224,981.00	$28,412.72	$149,851.45	$46,716.83
11-000-240-XXX	Supp. Serv.-School Administration	$23,622.00	$3,770.56	$18,629.44	$1,222.00
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$207,303.00	$29,846.84	$147,940.73	$29,515.43
11-000-261-XXX	Require Maint. for School Facilities	$114,500.00	$4,613.23	$17,701.49	$92,185.28
11-000-262-XXX	Custodial Services	$387,321.00	$36,484.69	$176,077.76	$174,758.55
11-000-266-XXX	Security	$44,500.00	$0.00	$44,430.00	$70.00
11-000-270-XXX	Student Transportation Services	$413,248.00	$5,210.80	$25,895.20	$382,142.00
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	$1,166,636.00	$94,117.94	$993,942.05	$78,576.01
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$7,209,685.00	$333,020.65	$4,491,343.77	$2,385,320.58

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 2 Month Period Ending 08/31/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$4,000.00	$0.00	$0.00	$4,000.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	$1,200.00	.00	$1,200.00	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$5,200.00	$0.00	$1,200.00	$4,000.00
TOTAL GENERAL FUND EXPENDITURES	$7,214,885.00	$333,020.65	$4,492,543.77	$2,389,320.58

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 2 Month Period Ending 08/31/2018

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy	$2,902,839.00	$224,292.24	$2,678,546.76
1XXX	Miscellaneous	$2,000.00	$16,118.92	($14,118.92)
	TOTAL	$2,904,839.00	$240,411.16	$2,664,427.84
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	$193,173.00	.00	$193,173.00
3131	Extraordinary Aid	$10,000.00	.00	$10,000.00
3132	Categorical Special Education Aid	$182,606.00	.00	$182,606.00
3176	Equalization	$2,420,975.00	.00	$2,420,975.00
3177	Categorical Security	$105,269.00	.00	$105,269.00
3178	Adjustment Aid	$778,657.00	.00	$778,657.00
3XXX	Other State Aids	$0.00	$8,700.00	($8,700.00)
	TOTAL	$3,690,680.00	$8,700.00	$3,681,980.00
--- FEDERAL SOURCES ---				
4200	Medicaid Reimbursement	$16,835.00	$2,189.45	$14,645.55
4XXX	Other Federal Aids	$0.00	$2,693.57	($2,693.57)
	TOTAL	$16,835.00	$4,883.02	$11,951.98
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	$6,612,354.00	$253,994.18	$6,358,359.82

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 2 Month Period Ending 08/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	$153,731.00	.00	$153,731.00	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	$684,570.00	.00	$684,570.00	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	$365,708.00	.00	$365,708.00	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	$5,000.00	$0.00	$5,000.00	$0.00
11-150-100-320 Purchased Prof.-Ed. Services	$3,000.00	.00	.00	$3,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	$166,628.00	.00	$166,628.00	.00
11-190-100-320 Purchased Prof.-Ed. Services	$4,997.00	.00	.00	$4,997.00
11-190-100-340 Purchased Technical Services	$43,000.00	$7,924.55	$35,050.29	$25.16
11-190-100-500 Other Purch. Serv. (400-500 series)	$37,000.00	$2,513.96	$34,486.04	.00
11-190-100-610 General Supplies	$78,000.00	$10,503.54	$22,719.73	$44,776.73
11-190-100-640 Textbooks	$60,000.00	$10,979.59	$444.39	$48,576.02
11-190-100-800 Other Objects	$6,000.00	$166.75	$786.67	$5,046.58
TOTAL	$1,607,634.00	$32,088.39	$1,469,124.12	$106,421.49
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	$122,488.00	$31,722.55	$90,765.45	$0.00
11-204-100-106 Other Salaries for Instruction	$35,000.00	$5,760.00	$29,240.00	.00
11-204-100-610 General Supplies	$1,000.00	.00	.00	$1,000.00
TOTAL	$158,488.00	$37,482.55	$120,005.45	$1,000.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	$190,221.00	$0.00	$190,221.00	$0.00
11-213-100-610 General supplies	$3,800.00	$225.85	.00	$3,574.15
TOTAL	$194,021.00	$225.85	$190,221.00	$3,574.15
TOTAL SPECIAL ED - INSTRUCTION	$352,509.00	$37,708.40	$310,226.45	$4,574.15
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	$67,406.00	$0.00	$67,406.00	$0.00
TOTAL	$67,406.00	$0.00	$67,406.00	$0.00
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	$56,575.00	$0.00	$56,575.00	$0.00
TOTAL	$56,575.00	$0.00	$56,575.00	$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	$10,000.00	$785.00	$9,215.00	.00
11-401-100-500 Purchased Services (300-500 series)	$3,000.00	.00	.00	$3,000.00
TOTAL	$13,000.00	$785.00	$9,215.00	$3,000.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$4,500.00	.00	$4,500.00	.00
11-402-100-600 Supplies and Materials	$4,000.00	$1,680.12	.00	$2,319.88

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$8,500.00	$1,680.12	$4,500.00	$2,319.88
--- Other Instructional programs-Instruction ---				
11-403-100-100 Salaries	$1.00	.00	$1.00	.00
TOTAL	$1.00	$0.00	$1.00	$0.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	$265,369.00	.00	.00	$265,369.00
11-000-100-562 Tuition to Other LEAs within State Special	$258,983.00	($3,671.00)	.00	$262,654.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	$162,240.00	.00	$138,580.00	$23,660.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	$665,596.00	.00	.00	$665,596.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	$206,833.00	.00	$107,280.00	$99,553.00
11-000-100-568 Tuition - State Facilities	$35,465.00	.00	.00	$35,465.00
TOTAL	$1,594,486.00	($3,671.00)	$245,860.00	$1,352,297.00
--- Attendance and social work services ---				
11-000-211-100 Salaries	$32,605.00	$5,434.64	$27,170.36	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	$2,000.00	$1,556.11	.00	$443.89
TOTAL	$34,605.00	$6,990.75	$27,170.36	$443.89
--- Health services ---				
11-000-213-100 Salaries	$78,881.00	$1,897.96	$76,983.04	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	$60,700.00	$5,650.00	$55,050.00	.00
11-000-213-600 Supplies and Materials	$2,500.00	$32.72	$559.50	$1,907.78
11-000-213-800 Other Objects	$500.00	$85.00	.00	$415.00
TOTAL	$142,581.00	$7,665.68	$132,592.54	$2,322.78
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	$61,109.00	.00	$61,109.00	.00
11-000-216-320 Purchased Prof. Ed. Services	$31,900.00	$1,125.00	$30,775.00	.00
11-000-216-600 Supplies and Materials	$2,000.00	$235.32	$195.00	$1,569.68
TOTAL	$95,009.00	$1,360.32	$92,079.00	$1,569.68
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	$14,063.00	.00	$14,063.00	.00
11-000-217-320 Purchased Prof. Ed. Services	$6,100.00	.00	.00	$6,100.00
TOTAL	$20,163.00	$0.00	$14,063.00	$6,100.00
--- Guidance ---				
11-000-218-105 Sal Secr. & Clerical Asst.	$18,025.00	$3,004.52	$15,020.48	.00
11-000-218-320 Purchased Prof. - Ed. Services	$3,500.00	.00	.00	$3,500.00
TOTAL	$21,525.00	$3,004.52	$15,020.48	$3,500.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$237,230.00	$6,271.64	$223,958.36	$7,000.00
11-000-219-105 Sal Secr. & Clerical Asst.	$22,773.00	$3,795.88	$18,977.12	.00
11-000-219-320 Purchased Prof. - Ed. Services	$58,000.00	.00	.00	$58,000.00

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-390 Other Purch. Prof. & Tech Svc.	$8,300.00	.00	$655.70	$7,644.30
11-000-219-600 Supplies and Materials	$2,800.00	.00	.00	$2,800.00
11-000-219-800 Other Objects	$1,780.00	.00	.00	$1,780.00
TOTAL	$330,883.00	$10,067.52	$243,591.18	$77,224.30
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	$239,677.00	$28,137.68	$211,539.32	.00
11-000-221-104 Salaries Other Prof. Staff	$8,000.00	$1,888.52	$6,111.48	.00
11-000-221-105 Sal Secr. & Clerical Asst.	$2,500.00	$540.80	$1,959.20	.00
11-000-221-11X Other Salaries	$6,000.00	$1,373.48	$4,626.52	.00
11-000-221-390 Other Purch. Prof. & Tech Svc.	$1,215.00	.00	$1,215.00	.00
11-000-221-600 Supplies and Materials	$1,385.00	.00	.00	$1,385.00
TOTAL	$258,777.00	$31,940.48	$225,451.52	$1,385.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	$4,000.00	.00	$4,000.00	.00
11-000-222-800 Other Objects	$920.00	.00	.00	$920.00
TOTAL	$4,920.00	$0.00	$4,000.00	$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)	$18,000.00	$943.69	.00	$17,056.31
TOTAL	$19,000.00	$943.69	$0.00	$18,056.31
--- Support services-general administration ---				
11-000-230-100 Salaries	$150,981.00	$23,325.76	$127,655.24	$0.00
11-000-230-331 Legal Services	$27,000.00	.00	.00	$27,000.00
11-000-230-332 Audit Fees	$20,250.00	.00	$20,250.00	.00
11-000-230-339 Other Purchased Prof. Svc.	$1,750.00	.00	.00	$1,750.00
11-000-230-340 Purchased Tech. Services	$2,000.00	$1,724.00	.00	$276.00
11-000-230-530 Communications/Telephone	$3,000.00	$1,078.00	$234.00	$1,688.00
11-000-230-585 BOE Other Purchased Prof. Svc.	$1,000.00	.00	.00	$1,000.00
11-000-230-590 Other Purchased Services	$5,000.00	$0.00	$0.00	$5,000.00
11-000-230-610 General Supplies	$4,000.00	$494.96	$1,712.21	$1,792.83
11-000-230-890 Misc. Expenditures	$3,000.00	.00	.00	$3,000.00
11-000-230-895 BOE Membership Dues and Fees	$7,000.00	$1,790.00	.00	$5,210.00
TOTAL	$224,981.00	$28,412.72	$149,851.45	$46,716.83
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	$19,622.00	$3,270.56	$16,351.44	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	$700.00	.00	$700.00	.00
11-000-240-600 Supplies and Materials	$2,800.00	.00	$1,578.00	$1,222.00
11-000-240-800 Other Objects	$500.00	$500.00	.00	.00
TOTAL	$23,622.00	$3,770.56	$18,629.44	$1,222.00
--- Central Services ---				
11-000-251-100 Salaries	$175,103.00	$29,693.48	$145,409.52	.00
11-000-251-340 Purchased Technical Services	$9,000.00	$153.36	$1,196.21	$7,650.43

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-251-592 Misc Pur Serv (400-500 seriess)	$4,000.00	.00	.00	$4,000.00
11-000-251-600 Supplies and Materials	$4,000.00	.00	$585.00	$3,415.00
11-000-251-89X Other Objects	$3,200.00	.00	.00	$3,200.00
TOTAL	$195,303.00	$29,846.84	$147,190.73	$18,265.43
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	$12,000.00	.00	$750.00	$11,250.00
TOTAL	$12,000.00	$0.00	$750.00	$11,250.00
TOTAL Cent. Svcs. & Admin IT	$207,303.00	$29,846.84	$147,940.73	$29,515.43
--- Required Maint.for School Facilities ---				
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc	$79,500.00	$1,385.00	$3,185.74	$74,929.26
11-000-261-610 General Supplies	$35,000.00	$3,228.23	$14,515.75	$17,256.02
TOTAL	$114,500.00	$4,613.23	$17,701.49	$92,185.28
--- Custodial Services ---				
11-000-262-1XX Salaries	$119,721.00	$22,954.14	$96,766.86	$0.00
11-000-262-300 Purchased Prof. & Tech. Svc.	$25,000.00	$2,697.41	$7,725.24	$14,577.35
11-000-262-420 Cleaning, Repair & Maint. Svc.	$46,000.00	$8,815.88	$28,038.92	$9,145.20
11-000-262-441 Rental of Land & Bldgs Other Than Lease	$18,000.00	$141.00	$423.00	$17,436.00
11-000-262-490 Other Purchased Property Svc.	$4,000.00	.00	.00	$4,000.00
11-000-262-520 Insurance	$28,600.00	.00	.00	$28,600.00
11-000-262-590 Misc. Purchased Services	$7,000.00	.00	.00	$7,000.00
11-000-262-610 General Supplies	$6,000.00	.00	.00	$6,000.00
11-000-262-621 Energy (Natural Gas)	$61,000.00	$186.31	$12,813.69	$48,000.00
11-000-262-622 Energy (Electricity)	$67,000.00	$1,689.95	$30,310.05	$35,000.00
11-000-262-8XX Other Objects	$5,000.00	$0.00	$0.00	$5,000.00
TOTAL	$387,321.00	$36,484.69	$176,077.76	$174,758.55
--- Security ---				
11-000-266-100 Salaries	$44,500.00	.00	$44,430.00	$70.00
TOTAL	$44,500.00	$0.00	$44,430.00	$70.00
TOTAL Oper & Maint of Plant Services	$546,321.00	$41,097.92	$238,209.25	$267,013.83
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	$15,553.00	$2,605.40	$12,947.60	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	$15,553.00	$2,605.40	$12,947.60	.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	$40,499.00	.00	.00	$40,499.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	$10,000.00	.00	.00	$10,000.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	$12,000.00	.00	.00	$12,000.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	$20,000.00	.00	.00	$20,000.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	$16,000.00	.00	.00	$16,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	$68,934.00	.00	.00	$68,934.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	$180,000.00	.00	.00	$180,000.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	$34,709.00	.00	.00	$34,709.00

Beverly City Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 2 Month Period Ending 08/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$413,248.00	$5,210.80	$25,895.20	$382,142.00
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	$14,568.00	$3,548.00	.00	$11,020.00
11-XXX-XXX-220 Social Security Contributions	$70,000.00	$9,193.03	$60,806.97	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	$55,423.00	$178.50	$55,223.00	$21.50
11-XXX-XXX-242 Other Retirement Contrb. - ERIP	$1,000.00	.00	.00	$1,000.00
11-XXX-XXX-250 Unemployment Compensation	$30,000.00	.00	$30,000.00	.00
11-XXX-XXX-260 Workman's Compensation	$35,000.00	.00	.00	$35,000.00
11-XXX-XXX-270 Health Benefits	$899,145.00	$82,593.16	$816,551.84	.00
11-XXX-XXX-280 Tuition Reimbursement	$30,000.00	.00	.00	$30,000.00
11-XXX-XXX-290 Other Employee Benefits	$31,500.00	($1,394.75)	$31,360.24	$1,534.51
TOTAL	$1,166,636.00	$94,117.94	$993,942.05	$78,576.01
Total Undistributed Expenditures	$5,104,060.00	$260,758.74	$2,574,296.20	$2,269,005.06
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$7,209,685.00	$333,020.65	$4,491,343.77	$2,385,320.58
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$7,209,685.00	$333,020.65	$4,491,343.77	$2,385,320.58

Beverly City Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 2 Month Period Ending 08/31/2018

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

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	$7,214,885.00	$333,020.65	$4,492,543.77	$2,389,320.58

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

General Fund - Fund 10

For 2 Month Period Ending 08/31/2018

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

_____ _____

Board Secretary/Business Administrator Date

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

9/13 9:33am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

==========

ASSETS AND RESOURCES

==========

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

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

==========

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

==========

LIABILITIES AND FUND EQUITY

==========

F U N D B A L A N C E

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

Reserved fund balance:

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

==========

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

==========

LIABILITIES AND FUND EQUITY

==========

RECAPITULATION OF FUND BALANCE:

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

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

School-Based Budget - Fund 15
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE
For 2 Month Period Ending 08/31/18

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

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

School-Based Budget - FUND 15
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/18

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

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

Appropriations	Expenditures	Encumbrances	Available Balance

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

School-Based Budget - Fund 15

For 2 Month Period Ending 08/31/18

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Board Secretary/Business Administrator Date

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9/13 9:33am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

==========

ASSETS AND RESOURCES

==========

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

101	Cash in bank		$355,668.92
	Accounts receivable:		
141	Intergovernmental - State	$22,077.10	
142	Intergovernmental - Federal	$129,735.98	
143	Intergovernmental - Other	$0.27	
153,154	Other (net of estimated uncollectible of $____)	($0.27)	
			$151,813.08
	Other Current Assets		$0.00

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

301	Estimated Revenues	$571,696.00	
			$571,696.00
	Total assets and resources		$1,079,178.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
481	Deferred revenues				$168,161.42
	Other current liabilities				$339,320.58
	TOTAL LIABILITIES				$507,482.00
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for encumbrances - Current Year			$309,493.00	
601	Appropriations		$571,696.00		
603	Encumbrances	$309,493.00	($309,493.00)		
				$262,203.00	
	TOTAL FUND BALANCE				$571,696.00
	TOTAL LIABILITIES AND FUND EQUITY				$1,079,178.00

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 2 Month Period Ending 08/31/18

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	$256,200.00	.00		$256,200.00
4XXX	From Federal Sources	$315,496.00	.00		$315,496.00
	TOTAL REVENUE/SOURCES OF FUNDS	$571,696.00	$0.00		$571,696.00

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:				
Preschool Education Aid	$256,200.00	.00	$200,923.00	$55,277.00
TOTAL STATE PROJECTS	$256,200.00	$0.00	$200,923.00	$55,277.00
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	$176,012.00	.00	$98,000.00	$78,012.00
I.D.E.A. Part B (Handicapped)	$115,860.00	.00	.00	$115,860.00
NCLB Title II - Part A/D	$13,054.00	.00	.00	$13,054.00
NCLB Title IV	$10,570.00	.00	$10,570.00	.00
TOTAL FEDERAL PROJECTS	$315,496.00	$0.00	$108,570.00	$206,926.00
*** TOTAL EXPENDITURES ***	$571,696.00	$0.00	$309,493.00	$262,203.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 2 Month Period Ending 08/31/18

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
--- STATE SOURCES ---				
3218	Preschool Education Aid	$256,200.00	.00	$256,200.00
	Total Revenue from State Sources	$256,200.00	$0.00	$256,200.00
--- FEDERAL SOURCES ---				
4411-16	Title I	$176,012.00	.00	$176,012.00
4420-29	I.D.E.A. Part B (Handicapped)	$115,860.00	.00	$115,860.00
4XXX	Other Federal Aids	$23,624.00	$0.00	$23,624.00
	Total Revenues from Federal Sources	$315,496.00	$0.00	$315,496.00
	TOTAL REVENUES/SOURCES OF FUNDS	$571,696.00	$0.00	$571,696.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/18

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	$184,256.00	.00	$180,441.00	$3,815.00
20-218-100-106 Other Sal. For Instruction	$20,482.00	.00	$20,482.00	.00
TOTAL Instruction	$204,738.00	$0.00	$200,923.00	$3,815.00
--- Preschool Education Aid - Support Services ---				
20-218-200-200 Personal Services - Employee Benefits	$51,462.00	.00	.00	$51,462.00
TOTAL Support Services	$51,462.00	$0.00	$0.00	$51,462.00
TOTAL PRESCHOOL EDUCATION AID	$256,200.00	$0.00	$200,923.00	$55,277.00
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	$256,200.00	$0.00	$200,923.00	$55,277.00
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	$315,496.00	$0.00	$108,570.00	$206,926.00
T O T A L E X P E N D I T U R E	$571,696.00	$0.00	$309,493.00	$262,203.00

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Special Revenue Fund - Fund 20

For 2 Month Period Ending 08/31/18

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

Board Secretary/Business Administrator Date

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9/13 9:33am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

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

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

101	Cash in bank	($233,861.56)

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

Total assets and resources	($233,861.56)

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

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

F U N D B A L A N C E

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

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

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

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/18

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

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

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Capital Projects Fund - Fund 30

For 2 Month Period Ending 08/31/18

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Board Secretary/Business Administrator Date

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9/13 9:33am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

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

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

101	Cash in bank		$145,132.24

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

301	Estimated Revenues	$81,894.00	
			$81,894.00
	Total assets and resources		$227,026.24

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 2 Month Period Ending 08/31/18

LIABILITIES AND FUND EQUITY

F U N D B A L A N C E

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

Reserved fund balance:

601	Appropriations	$81,894.00		
			$81,894.00	
	Total Appropriated		$81,894.00	
--- U n a p p r o p r i a t e d ---				
770	Fund Balance		$145,132.24	
	TOTAL FUND BALANCE			$227,026.24
	TOTAL LIABILITIES AND FUND EQUITY			$227,026.24

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$81,894.00	$0.00	$81,894.00
Revenues	($81,894.00)	$0.00	($81,894.00)
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	$0.00	$0.00	

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

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/18

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

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

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 2 Month Period Ending 08/31/18

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

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Beverly City Board of Education

Debt Service Fund - Fund 40

For 2 Month Period Ending 08/31/18

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Board Secretary/Administrator Date

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

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: AUGUST 2018

CASH R

	FUNDS	(1) Beginning Cash Balance **REVISED**	(2) Cash Receipts This Month
	GOVERNMENTAL FUNDS		
1	*General Fund - Fund 10*	2,950,188.67	20,126.32
2		0.00	
3	*ED JOBS - Fund 18*	-	
4	*Special Revenue Fund - Fund 20 (see page 2)*	348,025.92	
5	Capital Project Fund - Fund 30	16,076.47	1.37
6	*Debt Service Fund - Fund 40*	130,704.37	
	Total Governmental Funds (Lines 1 thru 5)	**3,444,995.43**	**20,127.69**
7	**ENTERPRISE FUNDS**		
10	Food Program Fund - Fund 60	76,902.76	
8			
9			
11			
12			
	Total Operating Account	**3,521,898.19**	**20,127.69**
13	**TRUST AND AGENCY FUNDS**		
14	Payroll	21,657.46	57,379.49
15	Payroll Agency - Fund 90	11,269.74	27,500.76
16	FSA account	(32.15)	300.01
17			
18	Other - School Activities	5,751.04	13.48
	Total Trust & Agency Funds (Lines 13 thru 15)	**38,646.09**	**85,193.74**
19	Total All Funds (Lines 6,12, and 16)	**3,560,544.28**	**105,321.43**

:EPORT

(3) Cash Disbursements This Month	(4) Ending Cash Balance	Reconciled Bank Statements	14758.1 14,758.10	Balance Sheets
226,654.97	2,743,660.02			0.00
	0.00			0.00
	-			0.00
	348,025.92			
	16,077.84	16,077.84	-	
	130,704.37			0.00
226,654.97	**3,238,468.15**	3,315,370.91	0.00	
	76,902.76			
	-			-
	-			-
	-	#REF!	#REF!	
				0.00
226,654.97	**3,315,370.91**			
59,206.40	19,830.55	19,830.55	(0.00)	
23,217.75	15,552.75	15,552.75	0.00	
25.00	242.86	242.86	0.00	
			-	
	5,764.52	5,764.52	-	
82,449.15	**41,390.68**			
309,104.12	**3,356,761.59**			
				0.00

(2,743,660.02)
(0.00)
-

(16,077.84)
(130,704.37)

-

0.00

Pablo Canela

Treasurer of School Moneys

10/13/2018

Form A - 149

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: AUGUST 2018

CASH REPORT

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

(4) Ending Cash
120,085.76
369,689.93
(54,487.83)
10,752.22
8,806.06
3,508.00
3,470.95
2,058.00
7,643.00
(119,875.20)
(44,309.23)
(50,762.10)
727.40
(97,062.40)
-
-
187,781.36
-
348,025.92
-

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	General operating Acct
Statement Date	August 31, 2018
Fund/Funds	10,,20,40,

1	Balance per Bank		
	Reconciling Items		
	Additions		
	Deposits in transit		
	Date / Amount		
2a			
2b			
2c			
2d	Total D.I.T.'s		
2	Misc	2,349.06	
3	Total Additions		2,349.06
	Deductions		
	Outstanding Checks		
4	(attached list)	356,478.74	
5	Other (explain)	-	
6	Total Deductions		356,478.74
7	Net Reconciling Items		
8	Adjusted Balance per Bank As of		August 31, 2018

9	Balance per Board Secretary's Records As of	8/31/2018	**
	Reconciling Items:		
	Additions		
10	Interest Earned	-	
11	Other (Explain)		Pending journal entries
12	Total Additions		-
	Deductions		
13	Bank Charges		
14	Other (Explain)	(859,762.13)	Pending journal entries
15	Total deductions		(859,762.13)
16	Net Reconciling items		
17	Adjusted Board Secretary's Balance As of		August 31, 2018

* Line 8 MUST EQUAL line 17.

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

Prepared by
Date:
3,653,422.75
(354,129.68)
3,299,293.07
2,439,530.94
859,762.13
3,299,293.07

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	REFERENDUM ACCT
Statement Date	August 31, 2018
Fund/Funds	FUND 30

1	Balance per Bank		
	Reconciling Items		
	Additions		
	Deposits in transit		
	Date	Amount	
2a			
2b			
2c			
2d	Total D.I.T.'s		
2	Misc	-	
3	Total Additions		-
	Deductions		
	Outstanding Checks		
4	(attached list)	-	
5	Other (explain)	-	
6	Total Deductions		-
7	Net Reconciling Items		
8	Adjusted Balance per Bank As of		August 31, 2018
9	Balance per Board Secretary's Records As of	8/31/2018	**
	Reconciling Items:		
	Additions		
10	Interest Earned	-	
11	Other (Explain)	249,939.40	Pending journal entries
12	Total Additions		249,939.40
	Deductions		
13	Bank Charges		
14	Other (Explain)		Pending journal entries
15	Total deductions		-
16	Net Reconciling items		
17	Adjusted Board Secretary's Balance As of		August 31, 2018

* Line 8 MUST EQUAL line 17.

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

Prepared by
Date:
16,077.84
-
16,077.84
(233,861.56)
249,939.40
16,077.84
-

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	2400000357
Statement Date	August 31, 2018
Fund/Funds	Net Payroll

Prepared by
Date

1	Balance per Bank			27,327.84
	Reconciling Items			
	Additions			
	Deposits in transit			
	Date / Amount			
2a				
2b				
2c	Misc			
2d	Misc			
2	Misc	-		
3	Total Additions		-	
	Deductions			
	Outstanding Checks			
4	(attached list)	7,497.29		
5	Other (explain)	-		
6	Total Deductions		7,497.29	
7	Net Reconciling Items			(7,497.29)
8	Adjusted Balance per Bank As of		August 31, 2018	19,830.55
9	Balance per Board Secretary's Records As of		**	-
				-
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions		-	
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total deductions		-	
16	Net Reconciling items			-
17	Adjusted Board Secretary's Balance As of		*	-

* Line 8 MUST EQUAL line 17.

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

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Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	6101433275
Statement Date	August 31, 2018
Fund/Funds	Payroll Agency (90)

Prepared by

Date:

1	Balance per Bank				18,000.11
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	MISC	-	-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(attached list)		2,447.36		
5	Other (prior period void		-		
6	Total Deductions			2,447.36	
7	Net Reconciling Items				(2,447.36)
8	Adjusted Balance per Bank As of			August 31, 2018	15,552.75
9	Balance per Board Secretary's Records As of			**	
	Reconciling Items:				
	Additions				
10	Interest Earned				
11	Other (Explain)				
12	Total Additions			-	
	Deductions				
13	Bank Charges				
14	Other (Explain)				
15	Total deductions			-	
16	Net Reconciling items				-
17	Adjusted Board Secretary's Balance As of			*	-

* Line 8 MUST EQUAL line 17.

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

Form A - 149

Bank Reconciliation

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

1	Balance per Bank					5,764.52
	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			August 31, 2018		5,764.52

See Page 3d for Summary

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

* Line 8 MUST EQUAL line 17.

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

Form A - 149

Bank Reconciliation

Bank Name	Beneficial
Account number	9500064390
Statement Date	August 31, 2018
Fund/Funds	FSA account

Prepared by
Date:

1	Balance per Bank			242.86
	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		August 31, 2018	242.86

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 8-31-2018

.

FUND-10

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

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18	884,129.39
July - June serv charges	(822.72)
Payroll posting/transfers	(1,170.67)
Transfer to FSA	(300.00)

cash per Treasurer school monies report

1,861,824.02
881,836.00
2,743,660.02

FUND 20 20

cash per Board Secretary's Report -

NEEDED GENERAL LEDGER ADJUSTMENTS:

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

cash per Treasurer school monies report

FUND 30

cash per Board Secretary's Report

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-18 249,936.66

Due to current fund -payroll charges
Due to current fund disb adj
trsnfer from general fund
fund 30 acct check
Interest 2.74
.

cash per Treasurer school monies report

FUND 40

cash per Board Secretary's Report

355,668.92

(7,643.00)

348,025.92

(233,861.56)

249,939.40

16,077.84

145,132.24

NEEDED GENERAL LEDGER ADJUSTMENTS:

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

cash per Treasurer school monies report

MISC

FUND 60

cash per Balance Sheet.

NEEDED GENERAL LEDGER ADJUSTMENTS:

misc adj	(3.00)

cash per Treasurer school monies report

(14,427.87)
130,704.37
76,905.76
(3.00)
76,902.76

BEVERLY CITY SCHOOLS
OUSTANDING CHECK LIST

8-31.18

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
OPERATING ACCOUNT					
16502	34.65	23356			
17961	867.83	23357	166,061.03		
18116	1,605.20	23358	2,557.65		
18815	7.50	23361			
18870	180.00	23362	1,662.10		
19035	600.00	23363	1,569.00		
19086	437.50	23364			
19652	12.40	23365	6,203.92		
19653	14.20	23366	38,225.00		
21136	391.68	23367	200.00		
21845	32,981.00	23369			
22596	11,720.00	23410	1,385.00		
22605	36,399.00	23419	1,790.00		
22895		23420	309.00		
22976	8,287.50				
23297					
23301					
23310					
23312					
23314	29,175.46				
23316					
23322					
23327					
23330					
23338					
23344	400.00				
23346					
23348					
23349	900.00				
23351	1,050.00				
23354	1,500.00				
23355	9,952.12				
	136,516.04		219,962.70		-

PAGE 1

OPERATING ACCOUNT

-

TOTAL OPERATING ACCT OS

BEG BAL OS CKS
ISSUED

356,478.74

449,268.63
61,870.13

			CASHED void

NET PAYROLL ACCOUNT

202822	182.23		
205215	167.61		
206123	984.06		
206225	539.01		
207363	128.39		
209414	1,470.75		
211739	85.80		
212824	5.27		
214204	87.25		
214205	198.20		
215874	1,640.20		
216090	963.13		
216862	307.27		
217139	138.20		
217223	554.76		
217513	45.16		
	7,497.29	-	-

TOTAL O/S CHECKS -PAYROLL ACCT 7,497.29

BEG BAL OS CKS		7,497.29
	ISSUED	340.46
	CASHED	(340.46)
		7,497.29

(154,660.02)
356,478.74
-

void in prev month

PAYROLL AGENCY

10539	14.20
11582	800.00
111583	1,534.51
11584	75.00
11585	23.65
	2,447.36

BEG BAL OS CKS		1,459.09
	ISSUED	3,233.16
	CASHED	(2,244.89)
	void	
		2,447.36

FUND 30 REFERENDUM ACCOUNT

18

	-

BEG BAL OS CKS		-
	ISSUED	
	CASHED	-
	void	
		-
		-

va_s1701
08/15/2018

Beverly City Board of Education
Monthly Transfer Report

9C

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	1,642,637.00	0.00	1,642,637.00	164,263.70	(35,003.00)	-2.13	129,260.70	106,421.49
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	556,660.00	0.00	556,660.00	55,666.00	35,002.00	6.29	90,668.00	12,243.83
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	21,500.00	0.00	21,500.00	2,150.00	1.00	0.00	2,151.00	5,319.88
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		**2,220,797.00**	**0.00**	**2,220,797.00**					**123,985.20**
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	1,595,686.00	0.00	1,595,686.00	159,568.60	(1,200.00)	-0.08	158,368.60	1,352,297.00
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	534,514.00	0.00	534,514.00	53,451.40	0.00	0.00	53,451.40	84,410.97
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	277,777.00	0.00	277,777.00	27,777.70	0.00	0.00	27,777.70	19,441.31
General Administration	1X-000-230-XXX	224,981.00	0.00	224,981.00	22,498.10	0.00	0.00	22,498.10	46,716.83
School Administration	1X-000-240-XXX	23,622.00	0.00	23,622.00	2,362.20	0.00	0.00	2,362.20	1,222.00
Central Services & Administrative Information Technology	1X-000-25X-XXX	207,303.00	0.00	207,303.00	20,730.30	0.00	0.00	20,730.30	29,515.43
Operation and Maintenance of Plant Services	1X-000-26X-XXX	546,321.00	0.00	546,321.00	54,632.10	0.00	0.00	54,632.10	267,013.83
Student Transportation Services	1X-000-270-XXX	413,248.00	0.00	413,248.00	41,324.80	0.00	0.00	41,324.80	382,142.00

va_s1701
08/15/2018

Beverly City Board of Education
Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	1,166,636.00	0.00	1,166,636.00	116,663.60	0.00	0.00	116,663.60	78,576.01
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL CURRENT EXPENSE		**4,990,088.00**	**0.00**	**4,990,088.00**					**2,261,335.38**
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	0.00	0.00	400.00	4,000.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00	0.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		**4,000.00**	**0.00**	**4,000.00**					**4,000.00**
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		**7,214,885.00**	**0.00**	**7,214,885.00**					**2,389,320.58**

School Business Administrator Signature

Date

va_exaa1.082406
08/15/2018

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

Current Cycle : August

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
		YTD Disbursement Adjustments						
11-000-261-610- -	MAINT SUPPLIES	post checks	000001	08/15/2018	BSAVAGE	$269.87	$500.00	$769.87
		post checks	000002	08/15/2018	BSAVAGE	$3,728.23	($500.00)	$3,228.23
			Total For Account # 11-000-261-610- -				$0.00	
					Total Disbursement			***$0.00***

va_po04.102317
10/17/2018

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	Ba-tch	Entered By	Approval Status (2 needed)	PO Amount
19-00209		3312/LAWLER, KERRI	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	60.99
19-00210		1059/GENERAL CHEMICAL CO.	11-000-261-610- -	MAINT SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	2,011.21
19-00211		3343/EPLUS	11-000-262-300- -	OPER PURCH PROF/TECH	10/17/18	1	DBRYSONREQ	CR-	6,710.00
19-00212		3495/BLISS COMPUTERS 538	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	999.80
19-00213		3101/RFP SOLUTIONS INC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/17/18	1	DBRYSONREQ	CR-	550.00
19-00214		2884/CDW GOVERNMENT INC.	11-000-262-300- -	OPER PURCH PROF/TECH	10/17/18	1	DBRYSONREQ	CR-	13,914.00
19-00215		1752/SCHOOL SPECIALTY INC	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	54.56
19-00216		1095/SPORTTIME	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	191.60
19-00217		3517/REALTY LANDSCAPING	11-000-262-420- -	OPER CONTRACT	10/17/18	1	DBRYSONREQ	CR-	1,010.00
19-00218		3271/RAYNOR ELECTRIC, LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/17/18	1	DBRYSONREQ	CR-	671.50
19-00219		1573/LAUREL ENTERPRISES	11-000-270-512- -	TRANS FIELD/ATH TRIPS	10/17/18	1	DBRYSONREQ	CR-	325.00
19-00220		3462/MIDDLESEX LAMINATING	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	138.99
19-00221		2272/CLC LOCKSMITHS LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/17/18	1	DBRYSONREQ	CR-	725.25
19-00222		1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -	OPER CONTRACT	10/17/18	1	DBRYSONREQ	CR-	4,950.00
19-00223		3496/DE LONG SERVICE COMPANY, INC.	60-910-310-420- -	FOOD SERV EQP REPAIR	10/17/18	1	DBRYSONREQ	CR-	2,947.00
19-00224		2738/GST TRANSPORT, CORP.	11-000-270-511- -	TRANS CONT SVS REG	10/17/18	1	DBRYSONREQ	CR-	31,429.80
19-00225		1641/COLORCRAFT SIGN COMPANY	11-000-240-610- -	SCHOOL ADMIN-SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	1,552.60

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10/17/2018

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

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba-tch	Entered By	Approval Status (2 needed)	PO Amount
19-00226		3372/DECOTIIS, FITZPATRICK & COLE,	11-000-230-331- -	GEN ADMIN-LEGAL SVC	10/17/18	1	DBRYSONREQ	CR-	78.00
19-00227		3206/ATLANTIC BUSINESS PRODUCTS	11-000-219-610- -	CST SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	57.19
			11-000-251-610- -	BUSINESS SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	57.19
			11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	394.64
				Total For 3 Transactions On PO# 19-00227					$509.02
19-00228		3072/FP MAILING SOLUTIONS	11-000-230-530- -	TELEPHONE POSTAGE	10/17/18	1	DBRYSONREQ	CR-	500.00
19-00229		1931/POWER EQUIPMENT COMPANY	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/17/18	1	DBRYSONREQ	CR-	405.00
19-00230		3576/SIMONE, CATHERINE	11-190-100-320- -	PURCHASED PROF/ED SVC	10/17/18	1	DBRYSONREQ	CR-	4,800.00
19-00231		3575/DOOLEY, JACK	11-000-262-610- -	OPER SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	131.14
19-00232		3020/SPIEZLE ARCHITECTURAL GROUP	12-000-400-390- -	FACILITIES-PROF/TECH SVC	10/17/18	1	DBRYSONREQ	CR-	68.92
19-00233		1134/B.C.A.S.A.	11-000-230-890- -	GEN ADMIN-MISC	10/17/18	1	DBRYSONREQ	CR-	250.00
19-00234		2144/U.S. GAMES	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	509.74
19-00235		3574/NJASRO	11-000-223-580- -	WORKSHOPS	10/17/18	1	DBRYSONREQ	CR-	350.00
19-00236		3287/HEINEMANN	11-000-223-580- -	WORKSHOPS	10/17/18	1	DBRYSONREQ	CR-	338.00
19-00237		1001/SYSTEMS 3000	11-000-252-340- -	AIT PUR TECH SERV	10/17/18	1	DBRYSONREQ	CR-	3,428.00
19-00238		2591/BAYADA NURSES INC	11-000-213-300- -	HEALTH PURCHASED	10/17/18	1	DBRYSONREQ	CR-	412.50
19-00239		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/17/18	1	DBRYSONREQ	CR-	839.93
19-00240		3189/GREAT PLUMBERS	11-000-262-420- -	OPER CONTRACT	10/17/18	1	DBRYSONREQ	CR-	430.00
19-00241		3102/IAABO BOARD #34	11-401-100-890- -	COCURR MISC EXPENSES	10/17/18	1	DBRYSONREQ	CR-	58.00

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

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PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba-tch	Entered By	Approval Status (2 needed)	PO Amount
19-00242		1039/COURIER TIMES INC - BURLINGTON	11-000-230-590- -	GEN AD ADVERTISEMENT	10/17/18	1	DBRYSONREQ	CR-	655.22
19-00243		3367/LEARNING A-Z	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	832.90
19-00244		3563/SHI INTERNATIONAL CORP.	11-000-262-300- -	OPER PURCH PROF/TECH	10/17/18	1	DBRYSONREQ	CR-	2,082.64
19-00245		3421/DAVID B. RUBIN, PC	11-000-230-331- -	GEN ADMIN-LEGAL SVC	10/17/18	1	DBRYSONREQ	CR-	1,350.00
19-00246		3406/SG MOBILE AUTO SERVICE, LLC	11-000-261-420- -	MAINT CLEANING/REPAIRS	10/17/18	1	DBRYSONREQ	CR-	403.76
19-00247		1752/SCHOOL SPECIALTY INC	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	208.24
19-00248		3385/BOROTA, STEFANIE	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	111.59
19-00249		1982/CAMDEN CO. EDUCATIONAL SVC.	11-000-270-517- -	TRANS CONT REG SVC ESC	10/17/18	1	DBRYSONREQ	CR-	8,460.90
19-00250		1752/SCHOOL SPECIALTY INC	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	14.39
19-00251		2535/PEARSON ASSESSMENTS	11-190-100-610- -	GENERAL SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	24.69

Report Totals

Current Entered	**$95,494.88**
Prior Entered	**$0.00**
Total Entered	**$95,494.88**

Beverly City Board of Education

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020514
10/17/2018

43 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
19-00209	19-00209	DBRYSONRE Q	LAWLER, KERRI	000		60.99
19-00210	19-00210	DBRYSONRE Q	GENERAL CHEMICAL CO.	000	TONY DAVIS	2,011.21
19-00211	19-00211	DBRYSONRE Q	EPLUS	000	JACK DOOLEY	6,710.00
19-00212	19-00212	DBRYSONRE Q	BLISS COMPUTERS 538 MANAGEMENT,	000	JACK DOOLEY	999.80
19-00213	19-00213	DBRYSONRE Q	RFP SOLUTIONS INC	000	JACK DOOLEY	550.00
19-00214	19-00214	DBRYSONRE Q	CDW GOVERNMENT INC.	000	JACK DOOLEY	13,914.00
19-00215	19-00215	DBRYSONRE Q	SCHOOL SPECIALTY INC	000	D. LEIGH	54.56
19-00216	19-00216	DBRYSONRE Q	SPORTTIME	000	K. TIPTON	191.60
19-00217	19-00217	DBRYSONRE Q	REALTY LANDSCAPING CORPORATION	000		1,010.00
19-00218	19-00218	DBRYSONRE Q	RAYNOR ELECTRIC, LLC	000		671.50
19-00219	19-00219	DBRYSONRE Q	LAUREL ENTERPRISES	000		325.00
19-00220	19-00220	DBRYSONRE Q	MIDDLESEX LAMINATING	000	ANDREA DOLLARD	138.99
19-00221	19-00221	DBRYSONRE Q	CLC LOCKSMITHS LLC	000		725.25
19-00222	19-00222	DBRYSONRE Q	BEVAN SECURITY SYSTEMS	000		4,950.00
19-00223	19-00223	DBRYSONRE Q	DE LONG SERVICE COMPANY, INC.	000		2,947.00
19-00224	19-00224	DBRYSONRE Q	GST TRANSPORT, CORP.	000		31,429.80
19-00225	19-00225	DBRYSONRE Q	COLORCRAFT SIGN COMPANY	000		1,552.60
19-00226	19-00226	DBRYSONRE Q	DECOTIIS, FITZPATRICK & COLE, LLP	000		78.00
19-00227	19-00227	DBRYSONRE Q	ATLANTIC BUSINESS PRODUCTS	000		509.02
19-00228	19-00228	DBRYSONRE Q	FP MAILING SOLUTIONS	000		500.00
19-00229	19-00229	DBRYSONRE Q	POWER EQUIPMENT COMPANY	000		405.00
19-00230	19-00230	DBRYSONRE Q	SIMONE, CATHERINE	000		4,800.00
19-00231	19-00231	DBRYSONRE Q	DOOLEY, JACK	000		131.14
19-00232	19-00232	DBRYSONRE Q	SPIEZLE ARCHITECTURAL GROUP INC	000		68.92
19-00233	19-00233	DBRYSONRE Q	B.C.A.S.A.	000		250.00
19-00234	19-00234	DBRYSONRE Q	U.S. GAMES	000	TIPTON	509.74
19-00235	19-00235	DBRYSONRE	NJASRO	000		350.00

Beverly City Board of Education

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20514
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43 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
19-00236	19-00236	DBRYSONRE Q	HEINEMANN	000		338.00
19-00237	19-00237	DBRYSONRE Q	SYSTEMS 3000	000		3,428.00
19-00238	19-00238	DBRYSONRE Q	BAYADA NURSES INC	000		412.50
19-00239	19-00239	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		839.93
19-00240	19-00240	DBRYSONRE Q	GREAT PLUMBERS	000		430.00
19-00241	19-00241	DBRYSONRE Q	IAABO BOARD #34	000		58.00
19-00242	19-00242	DBRYSONRE Q	COURIER TIMES INC - BURLINGTON	000		655.22
19-00243	19-00243	DBRYSONRE Q	LEARNING A-Z	000	JACK DOOLEY	832.90
19-00244	19-00244	DBRYSONRE Q	SHI INTERNATIONAL CORP.	000	JACK DOOLEY	2,082.64
19-00245	19-00245	DBRYSONRE Q	DAVID B. RUBIN, PC	000		1,350.00
19-00246	19-00246	DBRYSONRE Q	SG MOBILE AUTO SERVICE, LLC	000		403.76
-00247	19-00247	DBRYSONRE Q	SCHOOL SPECIALTY INC	000	S. BOROTA	208.24
19-00248	19-00248	DBRYSONRE Q	BOROTA, STEFANIE	000		111.59
19-00249	19-00249	DBRYSONRE Q	CAMDEN CO. EDUCATIONAL SVC.	000		8,460.90
19-00250	19-00250	DBRYSONRE Q	SCHOOL SPECIALTY INC	000		14.39
19-00251	19-00251	DBRYSONRE Q	PEARSON ASSESSMENTS	000		24.69

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10/17/2018

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

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Batch	Entered By	Approval Status (2 needed)	PO Amount
19-00252		1249/PALMYRA BOARD OF EDUCATION	11-000-100-561- -	TUITION-LEA REGULAR	10/17/18	1	DBRYSONREQ	CR-	266,568.69
			11-000-100-562- -	TUITION-LEA SPECIAL EDUC	10/17/18	1	DBRYSONREQ	CR-	192,622.81
					Total For 2 Transactions On PO# 19-00252				$459,191.50
19-00253		3577/MCA-AMERIZON OF NC	11-000-261-610- -	MAINT SUPPLIES	10/17/18	1	DBRYSONREQ	CR-	2,475.00

Report Totals	
Current Entered	$461,666.50
Prior Entered	$0.00
Total Entered	$461,666.50

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Beverly City Board of Education

2 Fully Approved Requisitions converted into Entered Purchase Orders.

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
19-00252	19-00252	DBRYSONREQ	PALMYRA BOARD OF EDUCATION	000		459,191.50
19-00253	19-00253	DBRYSONREQ	MCA-AMERIZON OF NC	000		2,475.00

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10/17/2018

Beverly City Board of Education
Check Journal By Check Number

9E

Complete Check Journal - Including: temporary checks - no hand checks Oct. 17, 2018 Bd mtg.

Check #	Check Description	Date	Check Amount	Invoice #	PO #	Vendor #/ Name	Account #	Series/ Batch#	Payment/ Check Type
23510	18/19	10/18/2018	250.00		19-00233	1134/B.C.A.S.A.	11-000-230-890- -		1/50 Full / Comp
23511	NOV 2018	10/18/2018	13,858.00		19-00125	1952/B.C.I.T.	11-000-100-563- -		1/50 Part/ Comp
23512	13850423	10/18/2018	798.75		19-00133	2591/BAYADA NURSES INC	11-000-213-300- -		1/50 Part/ Comp
23512	13891241	10/18/2018	1,035.00		19-00133	2591/BAYADA NURSES INC	11-000-213-300- -		1/50 Part/ Comp
23512	13870948	10/18/2018	1,383.75		19-00133	2591/BAYADA NURSES INC	11-000-213-300- -		1/50 Part/ Comp
23512	13911729	10/18/2018	1,057.50		19-00133	2591/BAYADA NURSES INC	11-000-213-300- -		1/50 Part/ Comp
23512	13911723	10/18/2018	412.50		19-00238	2591/BAYADA NURSES INC	11-000-213-300- -		1/50 Full / Comp
	Total For Check 23512:		**$4,687.50**						
23513	98466	10/18/2018	941.00		19-00172	1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -		1/50 Part/ Comp
23513	98230	10/18/2018	784.00		19-00172	1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -		1/50 Part/ Comp
23513	98527	10/18/2018	193.00		19-00172	1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -		1/50 Full / Comp
	Total For Check 23513:		**$1,918.00**						
23514	GENERAL SUPPLIES	10/18/2018	111.59		19-00248	3385/BOROTA, STEFANIE	11-190-100-610- -		1/50 Full / Comp
23515	NOV 18-J.M.	10/18/2018	5,472.00		19-00132	1953/BROOKFIELD ACADEMY	11-000-100-566- -		1/50 Part/ Comp
23516	SEPT 2018-9V0189	10/18/2018	8,460.90		19-00249	1982/CAMDEN CO. EDUCATIONAL SVC.	11-000-270-517- -		1/50 Full / Comp
23517	132648	10/18/2018	1,160.00		19-00197	2350/CAPSTONE CURRICULUM	11-000-222-610- -		1/50 Full / Comp
23518	29272	10/18/2018	75.75		19-00180	1641/COLORCRAFT SIGN COMPANY	11-190-100-610- -		1/50 Part/ Comp
23518	29268	10/18/2018	60.00		19-00180	1641/COLORCRAFT SIGN COMPANY	11-190-100-610- -		1/50 Part/ Comp
23518	29231	10/18/2018	125.00		19-00180	1641/COLORCRAFT SIGN COMPANY	11-190-100-610- -		1/50 Full / Comp
	Total For Check 23518:		**$260.75**						
23519	8499 05 117 0032811	10/18/2018	105.84		19-00054	1792/COMCAST CABLEVISION	11-190-100-340- -		1/50 Part/ Comp
23519	8499 05 117 0029668	10/18/2018	125.89		19-00054	1792/COMCAST CABLEVISION	11-190-100-340- -		1/50 Part/ Comp
	Total For Check 23519:		**$231.73**						
23520	IO7245663	10/18/2018	604.40		19-00242	1039/COURIER TIMES INC - BURLINGTON	11-000-230-590- -		1/50 Part/ Comp
23520	IO7241742	10/18/2018	50.82		19-00242	1039/COURIER TIMES INC - BURLINGTON	11-000-230-590- -		1/50 Full / Comp
	Total For Check 23520:		**$655.22**						
23521	16857	10/18/2018	1,350.00		19-00245	3421/DAVID B. RUBIN, PC	11-000-230-331- -		1/50 Full / Comp
23522	205681	10/18/2018	78.00		19-00226	3372/DECOTIIS, FITZPATRICK & COLE,	11-000-230-331- -		1/50 Full / Comp
23523	OPER SUPPLIES	10/18/2018	131.14		19-00231	3575/DOOLEY, JACK	11-000-262-610- -		1/50 Full / Comp
23524	19E-0149-SEPT 2018	10/18/2018	15,643.82		19-00207	1858/EDUCATIONAL SERVICES UNIT	11-000-270-518- -		1/50 Part/ Comp
23524	BEV-OT-180915	10/18/2018	795.00		19-00134	1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -		1/50 Part/ Comp
23524	BEV-PT-180915	10/18/2018	127.50		19-00134	1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -		1/50 Part/ Comp
23524	BEV-LD-180930	10/18/2018	76.00		19-00134	1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -		1/50 Part/ Comp
23524	BEV-OT-180930	10/18/2018	1,590.00		19-00134	1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -		1/50 Part/ Comp
23524	BEV-PT-180930	10/18/2018	382.50		19-00134	1858/EDUCATIONAL SERVICES UNIT	11-000-216-320- -		1/50 Part/ Comp

* These checks have been printed & their numbers have been made permanent but they have not been posted.
** These checks are hand checks that have not been posted.
✲These checks are not hand checks, but do not have the check series filled in.

Beverly City Board of Education
Check Journal By Check Number

Complete Check Journal - Including: temporary checks - no hand checks

Check #	Check Description	Date	Check Amount	Invoice #	PO #	Vendor #/ Name	Account #	Series/ Batch#	Payment/ Check Type
	Total For Check 23524:		**$18,614.82**						
23525	6-330-09416	10/18/2018	100.44		19-00181	3134/FEDEX	11-000-230-530- -		1/50 Part/ Comp
23526	0086710	10/18/2018	102.24		19-00079	2887/FILEBANK INC.	11-000-251-340- -		1/50 Part/ Comp
23526	0087057	10/18/2018	102.24		19-00079	2887/FILEBANK INC.	11-000-251-340- -		1/50 Part/ Comp
	Total For Check 23526:		**$204.48**						
23527	312034	10/18/2018	1,988.15		19-00195	1099/FOLLETT LIBRARY RESOURCES	11-000-222-610- -		1/50 Full / Comp
23528	ACT. 600027659	10/18/2018	500.00		19-00228	3072/FP MAILING SOLUTIONS	11-000-230-530- -		1/50 Full / Comp
23529	NOV18-D.A.H.	10/18/2018	5,544.00		19-00131	2361/GARFIELD PARK ACADEMY INC	11-000-100-566- -		1/50 Part/ Comp
23530	244045	10/18/2018	75.75		19-00170	1059/GENERAL CHEMICAL CO.	11-000-261-610- -		1/50 Part/ Comp
23530	242616	10/18/2018	80.14		19-00170	1059/GENERAL CHEMICAL CO.	11-000-261-610- -		1/50 Part/ Comp
23530	242497	10/18/2018	198.82		19-00170	1059/GENERAL CHEMICAL CO.	11-000-261-610- -		1/50 Full / Comp
	Total For Check 23530:		**$354.71**						
23531	GEN ADMIN-SUPPLIES	10/18/2018	110.00		19-00175	3149/GOOD IMPRESSIONS PRINTING, INC.	11-000-230-610- -		1/50 Full / Comp
23532	80445	10/18/2018	225.00		19-00171	3189/GREAT PLUMBERS	11-000-262-420- -		1/50 Full / Comp
23533	SEPT 2018	10/18/2018	3,142.98		19-00224	2738/GST Transport, Corp.	11-000-270-511- -		1/50 Part/ Comp
23533	OCT 2018	10/18/2018	3,142.98		19-00224	2738/GST Transport, Corp.	11-000-270-511- -		1/50 Part/ Comp
23533	NOV 2018	10/18/2018	3,142.98		19-00224	2738/GST Transport, Corp.	11-000-270-511- -		1/50 Part/ Comp
	Total For Check 23533:		**$9,428.94**						
23534	6934805	10/18/2018	27.00		19-00082	3287/HEINEMANN	11-190-100-610- -		1/50 Full / Comp
23534	GENOVESI	10/18/2018	169.00		19-00236	3287/HEINEMANN	11-000-223-580- -		1/50 Part/ Comp
23534	MCCLOSKEY	10/18/2018	169.00		19-00236	3287/HEINEMANN	11-000-223-580- -		1/50 Full / Comp
	Total For Check 23534:		**$365.00**						
23535	OCT 18-290020721	10/18/2018	3,532.40		19-00059	2999/Horizon Dental Option Plan	11-000-291-270- -		1/50 Part/ Comp
23536	18/19 FEE	10/18/2018	58.00		19-00241	3102/IAABO BOARD #34	11-401-100-890- -		1/50 Full / Comp
23537	Nov 2018	10/18/2018	1,447.50		19-00051	3259/JESUS THE GOOD SHEPARD PARISH	11-000-262-420- -		1/50 Part/ Comp
23538	GENERAL SUPPLIES	10/18/2018	60.99		19-00209	3312/LAWLER, KERRI	11-190-100-610- -		1/50 Full / Comp
23539	NOVEMBER 2018	10/18/2018	85.00		19-00194	3573/LEXISNEXIS RISK SOLUTIONS FL	11-000-262-300- -		1/50 Part/ Comp
23540	902454	10/18/2018	423.70		19-00126	3138/LOWE'S	11-000-261-610- -		1/50 Part/ Comp
23540	902699	10/18/2018	180.53		19-00126	3138/LOWE'S	11-000-261-610- -		1/50 Part/ Comp
23540	902662	10/18/2018	152.47		19-00126	3138/LOWE'S	11-000-261-610- -		1/50 Part/ Comp
	Total For Check 23540:		**$756.70**						
23541	143	10/18/2018	1,275.00		19-00190	3462/MIDDLESEX LAMINATING	11-190-100-610- -		1/50 Full / Comp
23542	1767	10/18/2018	187.50		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp
23542	1766	10/18/2018	511.50		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp

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Beverly City Board of Education
Check Journal By Check Number

Complete Check Journal - Including: temporary checks - no hand checks

Check #	Check Description	Date	Check Amount	Invoice #	PO #	Vendor #/ Name	Account #	Series/ Batch#	Payment/ Check Type
23542	1765	10/18/2018	281.25		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp
23542	1764	10/18/2018	511.50		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp
23542	1768	10/18/2018	465.00		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp
23542	1769	10/18/2018	558.00		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp
23542	1770	10/18/2018	406.25		19-00060	2672/Network Support LLC	11-190-100-340- -		1/50 Part/ Comp
	Total For Check 23542:		**$2,921.00**						
23543	930092018	10/18/2018	4,939.16		19-00183	2821/NUTRI-SERVE FOOD MGMT	60-910-310-500- -		1/50 Part/ Comp
23543	930092718	10/18/2018	4,379.73		19-00183	2821/NUTRI-SERVE FOOD MGMT	60-910-310-500- -		1/50 Part/ Comp
23543	930091318	10/18/2018	4,171.36		19-00183	2821/NUTRI-SERVE FOOD MGMT	60-910-310-500- -		1/50 Part/ Comp
	Total For Check 23543:		**$13,490.25**						
23544	SEPT 2018	10/18/2018	26,656.87		19-00252	1249/PALMYRA BOARD OF EDUCATION	11-000-100-561- -		1/50 Part/ Comp
23544	OCT 2018	10/18/2018	26,656.87		19-00252	1249/PALMYRA BOARD OF EDUCATION	11-000-100-561- -		1/50 Part/ Comp
23544	NOV 2018	10/18/2018	26,656.87		19-00252	1249/PALMYRA BOARD OF EDUCATION	11-000-100-561- -		1/50 Part/ Comp
23544	SEPT 2018	10/18/2018	19,262.28		19-00252	1249/PALMYRA BOARD OF EDUCATION	11-000-100-562- -		1/50 Part/ Comp
23544	OCT 2018	10/18/2018	19,262.28		19-00252	1249/PALMYRA BOARD OF EDUCATION	11-000-100-562- -		1/50 Part/ Comp
23544	NOV 2018	10/18/2018	19,262.28		19-00252	1249/PALMYRA BOARD OF EDUCATION	11-000-100-562- -		1/50 Part/ Comp
	Total For Check 23544:		**$137,757.45**						
23545	7026446807	10/18/2018	24.69		19-00251	2535/PEARSON ASSESSMENTS	11-190-100-610- -		1/50 Full / Comp
23546	SEPT 2018	10/18/2018	400.00		19-00066	3525/PENWELL, AMY	11-000-222-320- -		1/50 Part/ Comp
23546	OCTOBER 2018	10/18/2018	400.00		19-00066	3525/PENWELL, AMY	11-000-222-320- -		1/50 Part/ Comp
	Total For Check 23546:		**$800.00**						
23547	0017739435-11/1/18-11/30/18	10/18/2018	417.98		19-00048	2395/PRUDENTIAL INS. CO. - NJEA	11-000-291-270- -		1/50 Part/ Comp
23548	9/20/18 GAS	10/18/2018	147.80		19-00057	1141/PSE & G	11-000-262-621- -		1/50 Part/ Comp
23548	9/20/18- ELECTRICIT	10/18/2018	1,946.67		19-00057	1141/PSE & G	11-000-262-622- -		1/50 Part/ Comp
	Total For Check 23548:		**$2,094.47**						
23549	78577934	10/18/2018	446.25		19-00173	3271/RAYNOR ELECTRIC, LLC	11-000-261-420- -		1/50 Part/ Comp
23549	78402481	10/18/2018	2,147.10		19-00173	3271/RAYNOR ELECTRIC, LLC	11-000-261-420- -		1/50 Part/ Comp
23549	78418794	10/18/2018	97.00		19-00173	3271/RAYNOR ELECTRIC, LLC	11-000-261-420- -		1/50 Full / Comp
	Total For Check 23549:		**$2,690.35**						
23550	OCTOBER 2018	10/18/2018	1,593.00		19-00070	3517/REALTY LANDSCAPING	11-000-262-420- -		1/50 Part/ Comp
23551	10466	10/18/2018	235.00		19-00179	3230/RKE ATHLETIC	11-000-230-890- -		1/50 Full / Comp
23552	oct 2018 maint	10/18/2018	150.00		19-00052	3463/RNB DESIGN, LLC	11-190-100-340- -		1/50 Part/ Comp
23552	oct 2018 hosting	10/18/2018	150.00		19-00052	3463/RNB DESIGN, LLC	11-190-100-340- -		1/50 Part/ Comp
	Total For Check 23552:		**$300.00**						

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Beverly City Board of Education
Check Journal By Check Number

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23553	091082	10/18/2018	141.91		19-00114	3570/ROURKE EDUCATIONAL MEDIA	11-190-100-640- -		1/50 Full / Comp
23554	17796670	10/18/2018	1,113.00		19-00198	2589/SCHOLASTIC LIBRARY PULB	11-000-222-890- -		1/50 Full / Comp
23555	M6495395	10/18/2018	1,412.30		19-00081	1014/SCHOLASTIC, INC.	11-190-100-610- -		1/50 Full / Comp
23556	308103144736	10/18/2018	3,439.20		19-00121	1752/SCHOOL SPECIALTY INC	11-190-100-610- -		1/50 Full / Comp
23556	208121651252	10/18/2018	107.95		19-00178	1752/SCHOOL SPECIALTY INC	11-190-100-610- -		1/50 Full / Comp
23556	208121545688	10/18/2018	63.99		19-00014	1752/SCHOOL SPECIALTY INC	11-190-100-610- -		1/50 Full / Comp
23556	208121542942	10/18/2018	8.78		19-00013	1752/SCHOOL SPECIALTY INC	11-190-100-610- -		1/50 Full / Comp
23556	208121716376	10/18/2018	14.39		19-00250	1752/SCHOOL SPECIALTY INC	11-190-100-610- -		1/50 Full / Comp
	Total For Check 23556:		**$3,634.31**						
23557	2226	10/18/2018	403.76		19-00246	3406/SG MOBILE AUTO SERVICE, LLC	11-000-261-420- -		1/50 Full / Comp
23558	B08888464	10/18/2018	1,037.95		19-00185	3563/SHI INTERNATIONAL CORP.	11-000-262-300- -		1/50 Full / Comp
23559	9/25/18	10/18/2018	600.00		19-00230	3576/SIMONE, CATHERINE	11-190-100-320- -		1/50 Part/ Comp
23559	9/26/18	10/18/2018	600.00		19-00230	3576/SIMONE, CATHERINE	11-190-100-320- -		1/50 Part/ Comp
	Total For Check 23559:		**$1,200.00**						
23560	18A020-2	10/18/2018	68.92		19-00232	3020/SPIEZLE ARCHITECTURAL GROUP	12-000-400-390- -		1/50 Full / Comp
23561	3390876256	10/18/2018	30.99		19-00193	2984/Staples Advantage	11-000-230-610- -		1/50 Full / Comp
23561	3389705514	10/18/2018	103.96		19-00153	2984/Staples Advantage	11-000-230-610- -		1/50 Part/ Comp
23561	3390280281	10/18/2018	181.39		19-00153	2984/Staples Advantage	11-000-230-610- -		1/50 Full / Comp
23561	3389705516	10/18/2018	290.53		19-00154	2984/Staples Advantage	11-000-230-610- -		1/50 Part/ Comp
23561	3389705521	10/18/2018	4.62		19-00154	2984/Staples Advantage	11-000-230-610- -		1/50 Part/ Comp
23561	3389705511	10/18/2018	20.98		19-00152	2984/Staples Advantage	11-000-230-610- -		1/50 Full / Comp
23561	3391131557	10/18/2018	228.69		19-00204	2984/Staples Advantage	11-000-219-610- -		1/50 Full / Comp
	Total For Check 23561:		**$861.16**						
23562	221-111850	10/18/2018	750.00		19-00168	1001/SYSTEMS 3000	11-000-252-340- -		1/50 Full / Comp
23563	0337976-IN	10/18/2018	1,215.00		19-00169	3572/TEACHING STRATEGIES, LLC	11-000-221-390- -		1/50 Full / Comp
23564	SEPT 2018	10/18/2018	228.92		19-00167	3411/TOWNSHIP OF DELANCO	11-000-262-622-A -		1/50 Part/ Comp
23565	9/28/2018	10/18/2018	143.50		19-00058	1139/VERIZON	11-190-100-500- -		1/50 Part/ Comp
23566	I58833552	10/18/2018	126.30		19-00208	2842/W.B. MASON CO. INC.	11-000-240-610- -		1/50 Full / Comp
23566	I58833552	10/18/2018	1,007.10		19-00208	2842/W.B. MASON CO. INC.	11-000-251-610- -		1/50 Full / Comp
	Total For Check 23566:		**$1,133.40**						
23567	OCT18-2823261-0502-4	10/18/2018	643.69		19-00053	1169/WASTE MANAGEMENT OF NEW	11-000-262-420- -		1/50 Part/ Comp
23568	CNIN165728E-10/1/-12/31/18	10/18/2018	141.00		19-00049	3453/WATERLOGIC EAST, INC.	11-000-262-441- -		1/50 Part/ Comp
23568	SC-615397-SDIN035704E	10/18/2018	43.00		19-00049	3453/WATERLOGIC EAST, INC.	11-000-262-441- -		1/50 Part/ Comp
	Total For Check 23568:		**$184.00**						
23569	SI1631390	10/18/2018	68.95		19-00099	3303/WEST MUSIC	11-190-100-890- -		1/50 Full / Comp

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Beverly City Board of Education
Check Journal By Check Number

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23570	SEPT 2018	10/18/2018	198.50		19-00120	2521/WESTERN PEST SERVICES	11-000-262-300- -	1/50	Part/ Comp
23571	SEPT 18- BASE	10/18/2018	138.24		19-00127	3443/XEROX CORPORATION	11-190-100-610- -	1/50	Part/ Comp
23571	094575107	10/18/2018	468.31		19-00127	3443/XEROX CORPORATION	11-190-100-610- -	1/50	Part/ Comp
	Total For Check 23571:		**$606.55**						
23572	40794635	10/18/2018	2,481.41		19-00056	2813/XTEL COMMUNICATIONS	11-190-100-500- -	1/50	Part/ Comp
23573	OCT 18-A.S.	10/18/2018	11,003.20		19-00199	1979/Y.A.L.E. SCHOOL INC.	20-250-100-500- -	1/50	Part/ Comp

Computer Checks:	**$274,130.58**
Hand Checks:	**$0.00**
Grand Total:	**$274,130.58**

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

va_bill5.102317
10/17/2018

for Batches 50,51 and Check Date is 10/18/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
B.C.A.S.A./ 1134							
	19-00233	11-000-230-890- -/ GEN ADMIN-MISC EXPENSES		CF	18/19	23510	250.00
B.C.I.T./ 1952							
	19-00125	11-000-100-563- -/ TUITION-CO VOC SCHOOL		CP	NOV 2018	23511	13,858.00
BAYADA NURSES INC/ 2591							
	19-00133	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13850423	23512	798.75
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13870948	23512	1,383.75
		11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13891241	23512	1,035.00
	19-00238	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CF	13911723	23512	412.50
	19-00133	11-000-213-300- -/ HEALTH PURCHASED PROF/ED		CP	13911729	23512	1,057.50
				Total for BAYADA NURSES INC/ 2591			**$4,687.50**
BEVAN SECURITY SYSTEMS/ 1054							
	19-00172	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	98230	23513	784.00
		11-000-262-420- -/ OPER CONTRACT SERVICES		CP	98466	23513	941.00
		11-000-262-420- -/ OPER CONTRACT SERVICES		CF	98527	23513	193.00
				Total for BEVAN SECURITY SYSTEMS/ 1054			**$1,918.00**
BOROTA, STEFANIE/ 3385							
	19-00248	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	GENERAL SUPPLIES INSTRUC	23514	111.59
BROOKFIELD ACADEMY/ 1953							
	19-00132	11-000-100-566- -/ TUITION-PRIVATE SCHOOL		CP	NOV 18-J.M.	23515	5,472.00
CAMDEN CO. EDUCATIONAL SVC./ 1982							
	19-00249	11-000-270-517- -/ TRANS CONT REG SVC ESC		CF	SEPT 2018-9V0189	23516	8,460.90
CAPSTONE CURRICULUM/ 2350							
	19-00197	11-000-222-610- -/ LIB/MEDIA SUPPLIES		CF	132648	23517	1,160.00
COLORCRAFT SIGN COMPANY/ 1641							
	19-00180	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	29231	23518	125.00
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	29268	23518	60.00
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	29272	23518	75.75
				Total for COLORCRAFT SIGN COMPANY/ 1641			**$260.75**
COMCAST CABLEVISION/ 1792							
	19-00054	11-190-100-340- -/ PURCHASED TECH SVC		CP	8499 05 117 0029668	23519	125.89

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 10/18/2018

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Posted Checks							
		11-190-100-340- -/ PURCHASED TECH SVC		CP	8499 05 117 0032811	23519	105.84
				Total for COMCAST CABLEVISION/ 1792			$231.73
COURIER TIMES INC - BURLINGTON TIMES INC/ 1039							
	19-00242	11-000-230-590- -/ GEN AD ADVERTISEMENT		CF	IO7241742	23520	50.82
		11-000-230-590- -/ GEN AD ADVERTISEMENT		CP	IO7245663	23520	604.40
				Total for COURIER TIMES INC - BURLINGTON TIMES INC/ 1039			$655.22
DAVID B. RUBIN, PC/ 3421							
	19-00245	11-000-230-331- -/ GEN ADMIN-LEGAL SVC		CF	16857	23521	1,350.00
DECOTIIS, FITZPATRICK & COLE, LLP/ 3372							
	19-00226	11-000-230-331- -/ GEN ADMIN-LEGAL SVC		CF	205681	23522	78.00
DOOLEY, JACK/ 3575							
	19-00231	11-000-262-610- -/ OPER SUPPLIES		CF	OPER SUPPLIES	23523	131.14
EDUCATIONAL SERVICES UNIT/ 1858							
	19-00207	11-000-270-518- -/ TRANS ESC SP ED CONTRACT		CP	19E-0149-SEPT 2018	23524	15,643.82
	19-00134	11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-LD-180930	23524	76.00
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-OT-180915	23524	795.00
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-OT-180930	23524	1,590.00
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-PT-180915	23524	127.50
		11-000-216-320- -/ SPEECH/OT/PT PROF SER		CP	BEV-PT-180930	23524	382.50
				Total for EDUCATIONAL SERVICES UNIT/ 1858			$18,614.82
FEDEX/ 3134							
	19-00181	11-000-230-530- -/ TELEPHONE POSTAGE		CP	6-330-09416	23525	100.44
FILEBANK INC./ 2887							
	19-00079	11-000-251-340- -/ BUS OFF PURCH TECH SERV		CP	0086710	23526	102.24
		11-000-251-340- -/ BUS OFF PURCH TECH SERV		CP	0087057	23526	102.24
				Total for FILEBANK INC./ 2887			$204.48
FOLLETT LIBRARY BOOK CO./ 1099							
	19-00195	11-000-222-610- -/ LIB/MEDIA SUPPLIES		CF	312034	23527	1,988.15
FP MAILING SOLUTIONS/ 3072							

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Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 10/18/2018

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Posted Checks							
	19-00228	11-000-230-530- -/ TELEPHONE POSTAGE		CF	ACT. 600027659	23528	500.00
GARFIELD PARK ACADEMY INC/ 2361							
	19-00131	11-000-100-566- -/ TUITION-PRIVATE SCHOOL		CP	NOV18-D.A.H.	23529	5,544.00
GENERAL CHEMICAL CO./ 1059							
	19-00170	11-000-261-610- -/ MAINT SUPPLIES		CF	242497	23530	198.82
		11-000-261-610- -/ MAINT SUPPLIES		CP	242616	23530	80.14
		11-000-261-610- -/ MAINT SUPPLIES		CP	244045	23530	75.75
			Total for GENERAL CHEMICAL CO./ 1059				$354.71
GOOD IMPRESSIONS PRINTING, INC./ 3149							
	19-00175	11-000-230-610- -/ GEN ADMIN-SUPPLIES		CF	GEN ADMIN-SUPPLIES	23531	110.00
GREAT PLUMBERS/ 3189							
	19-00171	11-000-262-420- -/ OPER CONTRACT SERVICES		CF	80445	23532	225.00
GST TRANSPORT, CORP./ 2738							
	19-00224	11-000-270-511- -/ TRANS CONT SVS REG		CP	NOV 2018	23533	3,142.98
		11-000-270-511- -/ TRANS CONT SVS REG		CP	OCT 2018	23533	3,142.98
		11-000-270-511- -/ TRANS CONT SVS REG		CP	SEPT 2018	23533	3,142.98
			Total for GST Transport, Corp./ 2738				$9,428.94
HEINEMANN/ 3287							
	19-00082	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	6934805	23534	27.00
	19-00236	11-000-223-580- -/ WORKSHOPS		CP	GENOVESI	23534	169.00
		11-000-223-580- -/ WORKSHOPS		CF	MCCLOSKEY	23534	169.00
			Total for HEINEMANN/ 3287				$365.00
HORIZON DENTAL OPTION PLAN/ 2999							
	19-00059	11-000-291-270- -/ OTHER HEALTH BENEFITS		CP	OCT 18-290020721	23535	3,532.40
IAABO BOARD #34/ 3102							
	19-00241	11-401-100-890- -/ COCURR MISC EXPENSES		CF	18/19 FEE	23536	58.00
JESUS THE GOOD SHEPARD PARISH/ 3259							
	19-00051	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	Nov 2018	23537	1,447.50
LAWLER, KERRI/ 3312							
	19-00209	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	GENERAL SUPPLIES INSTRUC	23538	60.99
LEXISNEXIS RISK SOLUTIONS FL INC./ 3573							

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Beverly City Board of Education

Bills And Claims Report By Vendor Name

va_bill5.102317
10/17/2018

for Batches 50,51 and Check Date is 10/18/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00194	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	NOVEMBER 2018	23539	85.00
LOWE'S/ 3138							
	19-00126	11-000-261-610- -/ MAINT SUPPLIES		CP	902454	23540	423.70
		11-000-261-610- -/ MAINT SUPPLIES		CP	902662	23540	152.47
		11-000-261-610- -/ MAINT SUPPLIES		CP	902699	23540	180.53
				Total for LOWE'S/ 3138			**$756.70**
MIDDLESEX LAMINATING/ 3462							
	19-00190	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	143	23541	1,275.00
NETWORK SUPPORT LLC/ 2672							
	19-00060	11-190-100-340- -/ PURCHASED TECH SVC		CP	1764	23542	511.50
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1765	23542	281.25
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1766	23542	511.50
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1767	23542	187.50
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1768	23542	465.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1769	23542	558.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	1770	23542	406.25
				Total for Network Support LLC/ 2672			**$2,921.00**
NUTRI-SERVE FOOD MGMT/ 2821							
	19-00183	60-910-310-500- -/ FOOD SERVICE COSTS		CP	930091318	23543	4,171.36
		60-910-310-500- -/ FOOD SERVICE COSTS		CP	930092018	23543	4,939.16
		60-910-310-500- -/ FOOD SERVICE COSTS		CP	930092718	23543	4,379.73
				Total for NUTRI-SERVE FOOD MGMT/ 2821			**$13,490.25**
PALMYRA BOARD OF EDUCATION/ 1249							
	19-00252	11-000-100-561- -/ TUITION-LEA REGULAR		CP	NOV 2018	23544	26,656.87
		11-000-100-562- -/ TUITION-LEA SPECIAL EDUC		CP	NOV 2018	23544	19,262.28
		11-000-100-561- -/ TUITION-LEA REGULAR		CP	OCT 2018	23544	26,656.87
		11-000-100-562- -/ TUITION-LEA SPECIAL EDUC		CP	OCT 2018	23544	19,262.28
		11-000-100-561- -/ TUITION-LEA REGULAR		CP	SEPT 2018	23544	26,656.87
		11-000-100-562- -/ TUITION-LEA SPECIAL EDUC		CP	SEPT 2018	23544	19,262.28
				Total for PALMYRA BOARD OF EDUCATION/ 1249			**$137,757.45**
PEARSON ASSESSMENTS/ 2535							

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 10/18/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00251	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	7026446807	23545	24.69
PENWELL, AMY/ 3525							
	19-00066	11-000-222-320- -/ LIB/MEDIA PCH PRF/ED SVS		CP	OCTOBER 2018	23546	400.00
		11-000-222-320- -/ LIB/MEDIA PCH PRF/ED SVS		CP	SEPT 2018	23546	400.00
			Total for PENWELL, AMY/ 3525				$800.00
PRUDENTIAL INS. CO. - NJEA/ 2395							
	19-00048	11-000-291-270- -/ OTHER HEALTH BENEFITS		CP	0017739435-11/1/18-11/30/18	23547	417.98
PSE & G/ 1141							
	19-00057	11-000-262-621- -/ OPER ENERGY - GAS		CP	9/20/18 GAS	23548	147.80
		11-000-262-622- -/ OPER ENERGY - ELECTRICIT		CP	9/20/18- ELECTRICIT	23548	1,946.67
			Total for PSE & G/ 1141				$2,094.47
RAYNOR ELECTRIC, LLC/ 3271							
	19-00173	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CP	78402481	23549	2,147.10
		11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	78418794	23549	97.00
		11-000-261-420- -/ MAINT CLEANING/REPAIRS		CP	78577934	23549	446.25
			Total for RAYNOR ELECTRIC, LLC/ 3271				$2,690.35
REALTY LANDSCAPING CORPORATION/ 3517							
	19-00070	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	OCTOBER 2018	23550	1,593.00
RKE ATHLETIC/ 3230							
	19-00179	11-000-230-890- -/ GEN ADMIN-MISC EXPENSES		CF	10466	23551	235.00
RNB DESIGN, LLC/ 3463							
	19-00052	11-190-100-340- -/ PURCHASED TECH SVC		CP	oct 2018 hosting	23552	150.00
		11-190-100-340- -/ PURCHASED TECH SVC		CP	oct 2018 maint	23552	150.00
			Total for RNB DESIGN, LLC/ 3463				$300.00
ROURKE EDUCATIONAL MEDIA/ 3570							
	19-00114	11-190-100-640- -/ TEXTBOOKS INSTRUCTION		CF	091082	23553	141.91
SCHOLASTIC LIBRARY PULB/ 2589							
	19-00198	11-000-222-890- -/ LIB/MEDIA MISC EXPENSES		CF	17796670	23554	1,113.00
SCHOLASTIC, INC./ 1014							
	19-00081	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	M6495395	23555	1,412.30
SCHOOL SPECIALTY INC/ 1752							

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 10/18/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00013	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	208121542942	23556	8.78
	19-00014	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	208121545688	23556	63.99
	19-00178	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	208121651252	23556	107.95
	19-00250	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	208121716376	23556	14.39
	19-00121	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CF	308103144736	23556	3,439.20
				Total for SCHOOL SPECIALTY INC/ 1752			$3,634.31
SG MOBILE AUTO SERVICE, LLC/ 3406							
	19-00246	11-000-261-420- -/ MAINT CLEANING/REPAIRS		CF	2226	23557	403.76
SHI INTERNATIONAL CORP./ 3563							
	19-00185	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CF	B08888464	23558	1,037.95
SIMONE, CATHERINE/ 3576							
	19-00230	11-190-100-320- -/ PURCHASED PROF/ED SVC		CP	9/25/18	23559	600.00
		11-190-100-320- -/ PURCHASED PROF/ED SVC		CP	9/26/18	23559	600.00
				Total for SIMONE, CATHERINE/ 3576			$1,200.00
SPIEZLE ARCHITECTURAL GROUP INC/ 3020							
	19-00232	12-000-400-390- -/ FACILITIES-PROF/TECH SVC		CF	18A020-2	23560	68.92
STAPLES ADVANTAGE/ 2984							
	19-00152	11-000-230-610- -/ GEN ADMIN-SUPPLIES		CF	3389705511	23561	20.98
	19-00153	11-000-230-610- -/ GEN ADMIN-SUPPLIES		CP	3389705514	23561	103.96
	19-00154	11-000-230-610- -/ GEN ADMIN-SUPPLIES		CP	3389705516	23561	290.53
		11-000-230-610- -/ GEN ADMIN-SUPPLIES		CP	3389705521	23561	4.62
	19-00153	11-000-230-610- -/ GEN ADMIN-SUPPLIES		CF	3390280281	23561	181.39
	19-00193	11-000-230-610- -/ GEN ADMIN-SUPPLIES		CF	3390876256	23561	30.99
	19-00204	11-000-219-610- -/ CST SUPPLIES		CF	3391131557	23561	228.69
				Total for Staples Advantage/ 2984			$861.16
STATE OF NJ HEALTH BENEFITS PR/ 2394							
	19-00130	11-000-291-270- -/ OTHER HEALTH BENEFITS		HP	OCT 18-HEALTH	102018	63,955.74
		11-000-291-270- -/ OTHER HEALTH BENEFITS		HP	OCT 18-RX	102018	18,574.68
				Total for STATE OF NJ HEALTH BENEFITS PR/ 2394			$82,530.42
SYSTEMS 3000/ 1001							
	19-00168	11-000-252-340- -/ AIT PUR TECH SERV		CF	221-111850	23562	750.00
TEACHING STRATEGIES, LLC/ 3572							

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

Beverly City Board of Education
Bills And Claims Report By Vendor Name
for Batches 50,51 and Check Date is 10/18/2018

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Posted Checks							
	19-00169	11-000-221-390- -/ CI PURCH PROF/TECH SVS		CF	0337976-IN	23563	1,215.00
TOWNSHIP OF DELANCO/ 3411							
	19-00167	11-000-262-622-A -/ GASOLINE		CP	SEPT 2018	23564	228.92
VERIZON/ 1139							
	19-00058	11-190-100-500- -/ OTHER PURCHASED SVC		CP	9/28/2018	23565	143.50
W.B. MASON CO. INC./ 2842							
	19-00208	11-000-240-610- -/ SCHOOL ADMIN-SUPPLIES		CF	I58833552	23566	126.30
		11-000-251-610- -/ BUSINESS SUPPLIES		CF	I58833552	23566	1,007.10
			Total for W.B. MASON CO. INC./ 2842				$1,133.40
WASTE MANAGEMENT OF NJ/ 1169							
	19-00053	11-000-262-420- -/ OPER CONTRACT SERVICES		CP	OCT18-2823261-0502-4	23567	643.69
WATERLOGIC EAST, INC./ 3453							
	19-00049	11-000-262-441- -/ OPER RENTALS		CP	CNIN165728E-10/1/-12/31/18	23568	141.00
		11-000-262-441- -/ OPER RENTALS		CP	SC-615397-SDIN035704E	23568	43.00
			Total for WATERLOGIC EAST, INC./ 3453				$184.00
WEST MUSIC/ 3303							
	19-00099	11-190-100-890- -/ OTHER OBJECTS INSTRUCTIO		CF	SI1631390	23569	68.95
WESTERN PEST SERVICES/ 2521							
	19-00120	11-000-262-300- -/ OPER PURCH PROF/TECH SVS		CP	SEPT 2018	23570	198.50
XEROX CORPORATION/ 3443							
	19-00127	11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	094575107	23571	468.31
		11-190-100-610- -/ GENERAL SUPPLIES INSTRUC		CP	SEPT 18- BASE	23571	138.24
			Total for XEROX CORPORATION/ 3443				$606.55
XTEL COMMUNICATIONS/ 2813							
	19-00056	11-190-100-500- -/ OTHER PURCHASED SVC		CP	40794635	23572	2,481.41
Y.A.L.E. SCHOOL INC./ 1979							
	19-00199	20-250-100-500- -/ IDEA TUITION		CP	OCT 18-A.S.	23573	11,003.20
					Total for Posted Checks		$356,661.00

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

Beverly City Board of Education

va_bill5.102317
10/17/2018

Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is 10/18/2018

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

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Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	$249,568.21		$82,530.42		$332,098.63
10	12	$68.92				$68.92
Fund 10	TOTAL	$249,637.13		$82,530.42		$332,167.55
20	20	$11,003.20				$11,003.20
60	60	$13,490.25				$13,490.25
GRAND	TOTAL	$274,130.58	$0.00	$82,530.42	$0.00	$356,661.00

Chairman Finance Committee _____

Member Finance Committee _____

Payroll to Budget Transfer Report

9F

Account#		Check#	Check Date	Check Amount	Check Description
11-000-211-105- -		909142018	09/14/2018	1,671.16	ATTEND SVCS- CLER SAL
11-000-213-104- -		909142018	09/14/2018	3,399.70	HEALTH SVC SALARIES
11-000-213-105- -		909142018	09/14/2018	474.49	HEALTH SVCS- CLER SAL
11-000-216-100- -		909142018	09/14/2018	3,055.45	SPEECH TEACHER SALARY
11-000-218-105- -		909142018	09/14/2018	959.45	GUID SECY/CLER SALARIES
11-000-219-104- -		909142018	09/14/2018	8,523.31	CST SALARIES
11-000-219-105- -		909142018	09/14/2018	1,031.99	CST SECY/CLER SALARIES
11-000-221-102- -		909142018	09/14/2018	8,936.35	CURR/INSTR SALARIES
11-000-221-104- -		909142018	09/14/2018	472.13	CURR/INSTR PROF SALARIES
11-000-221-105- -		909142018	09/14/2018	172.70	CURR/INSTR SECY/CLER SAL
11-000-221-110- -		909142018	09/14/2018	343.37	CI OTHER SALARIES
11-000-230-100- -		909142018	09/14/2018	4,967.71	GEN ADMIN SPRINTEND SAL
11-000-230-104- -		909142018	09/14/2018	181.29	TREASURER SALARIES
11-000-230-105- -		909142018	09/14/2018	1,067.09	GENERAL ADMIN- CLER SAL
11-000-240-105- -		909142018	09/14/2018	1,078.06	SCH ADMIN SEC/CLER SAL
11-000-251-104- -		909142018	09/14/2018	4,027.62	BUSINESS ADMIN SALARIES
11-000-251-105- -		909142018	09/14/2018	916.62	BUS ADMIN/SECY SALARIES
11-000-262-110- -		909142018	09/14/2018	3,483.48	OPER/CUST SALARIES
11-000-262-110-OT -		909142018	09/14/2018	1,608.88	OPER/CUSTODIAL OT
11-000-270-161- -		909142018	09/14/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -		909142018	09/14/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -		909142018	09/14/2018	7,237.47	KNDG TEACHER SALARIES
11-120-100-101- -		909142018	09/14/2018	28,842.17	GR. 1-5 TEACHER SALARIES
11-130-100-101- -		909142018	09/14/2018	14,648.51	GR. 6-8 TEACHER SALARIES
11-190-100-106- -		909142018	09/14/2018	4,594.81	OTHER SALARIES-INSTR
11-204-100-101- -		909142018	09/14/2018	11,795.35	LLD TEACHER SALARIES
11-204-100-101-01 -		909142018	09/14/2018	390.00	LLD-SUBSTITUTES
11-204-100-106- -		909142018	09/14/2018	1,812.35	LLD PARA SALARY
11-213-100-101- -		909142018	09/14/2018	9,173.35	RR TEACHER SALARIES
11-230-100-101- -		909142018	09/14/2018	4,090.78	BSC SKILLS TEACHER SALAR
11-240-100-101- -		909142018	09/14/2018	2,828.70	BILINGUAL TEACHER SALARI
20-218-100-101- -		909142018	09/14/2018	9,413.75	PSEA TEACHER SAL
20-231-100-101- -		909142018	09/14/2018	7,523.37	TITLE I TEACHER SALARIES
20-270-100-101- -		909142018	09/14/2018	250.00	T-2A TEACHER SAL
20-280-100-100- -		909142018	09/14/2018	2,640.00	T-4 SALARIES
Total # of Payments	35.00		**Total Check Amount**	153,472.50	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	909282018	09/28/2018	1,671.16	ATTEND SVCS- CLER SAL
11-000-213-104- -	909282018	09/28/2018	3,399.70	HEALTH SVC SALARIES
11-000-213-105- -	909282018	09/28/2018	474.49	HEALTH SVCS- CLER SAL
11-000-216-100- -	909282018	09/28/2018	3,055.45	SPEECH TEACHER SALARY
11-000-218-105- -	909282018	09/28/2018	959.45	GUID SECY/CLER SALARIES
11-000-219-104- -	909282018	09/28/2018	8,523.31	CST SALARIES
11-000-219-105- -	909282018	09/28/2018	948.97	CST SECY/CLER SALARIES
11-000-221-102- -	909282018	09/28/2018	8,936.35	CURR/INSTR SALARIES
11-000-221-104- -	909282018	09/28/2018	472.13	CURR/INSTR PROF SALARIES
11-000-221-105- -	909282018	09/28/2018	172.70	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	909282018	09/28/2018	343.37	CI OTHER SALARIES
11-000-230-100- -	909282018	09/28/2018	4,967.71	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	909282018	09/28/2018	181.29	TREASURER SALARIES
11-000-230-105- -	909282018	09/28/2018	905.36	GENERAL ADMIN- CLER SAL
11-000-240-105- -	909282018	09/28/2018	1,078.06	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	909282018	09/28/2018	4,027.62	BUSINESS ADMIN SALARIES
11-000-251-105- -	909282018	09/28/2018	916.62	BUS ADMIN/SECY SALARIES
11-000-262-110- -	909282018	09/28/2018	3,612.10	OPER/CUST SALARIES
11-000-262-110-OT -	909282018	09/28/2018	1,701.98	OPER/CUSTODIAL OT
11-000-270-161- -	909282018	09/28/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	909282018	09/28/2018	930.52	SAL. FOR PUPIL TRANS(BET
11-110-100-101- -	909282018	09/28/2018	7,237.47	KNDG TEACHER SALARIES
11-120-100-101- -	909282018	09/28/2018	28,857.17	GR. 1-5 TEACHER SALARIES
11-120-100-101-01 -	909282018	09/28/2018	450.00	GRADES 1-5 - SUBSTITUTES
11-130-100-101- -	909282018	09/28/2018	14,648.51	GR. 6-8 TEACHER SALARIES
11-130-100-101-01 -	909282018	09/28/2018	95.00	GRADES 6-8 - SUBSTITUTES
11-190-100-106- -	909282018	09/28/2018	10,729.93	OTHER SALARIES-INSTR
11-204-100-101- -	909282018	09/28/2018	7,633.30	LLD TEACHER SALARIES
11-204-100-101-01 -	909282018	09/28/2018	650.00	LLD-SUBSTITUTES
11-204-100-106- -	909282018	09/28/2018	4,247.61	LLD PARA SALARY
11-213-100-101- -	909282018	09/28/2018	9,173.35	RR TEACHER SALARIES
11-213-100-101-01 -	909282018	09/28/2018	195.00	RESOURCE RM- SUBSTITUTES
11-230-100-101- -	909282018	09/28/2018	4,090.78	BSC SKILLS TEACHER SALAR
11-240-100-101- -	909282018	09/28/2018	2,828.70	BILINGUAL TEACHER SALARI
20-218-100-101- -	909282018	09/28/2018	9,413.75	PSEA TEACHER SAL
20-231-100-101- -	909282018	09/28/2018	7,523.37	TITLE I TEACHER SALARIES
20-280-100-100- -	909282018	09/28/2018	2,640.00	T-4 SALARIES
Total # of Payments 37.00		**Total Check Amount**	158,622.80	

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

10B

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A

County	Burlington	**Current Area Cost Allowance per SF**	$ 143.00
District Name	Beverly	**District contact name**	Dr. Brian F. Savage
District Number	0380	**District contact phone**	609.387.2200
Filing Date	10/17/2018	**District contact e-mail**	bsavage@beverly.k12.nj.us

A	B	C	D	E	F	G
School Facility Name	School Number	Gross Building Area (GSF)	Building Replacement Value	Prior Years Actual & Current Year Budgeted expenditure (See Detailed Sheet)	Min. Annual Target Expenditure for FY FY 2018-2019	Anticipated Budget for FY FY 2018-2019
Beverly City School		38,112	$ 5,450,016	$ 825,020	$ 10,900	$ 161,000
			$ -	$ -	$ -	
			$ -	$ -	$ -	
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District Total		38,112	$ 5,450,016	$ 825,020		
Min. Required amount for FY 18-19					$ 10,900	
Anticipated Budget amount for FY 18-19						$ 161,000

Max. Maintenance Reserve Amount (4% of column D)	$ 218,001
Current District Maintenance Reserve Amount	$ 218,000

Prepared by:

District School Business Administrator *Print* Brian F. Savage, Staff Accountant/BS **Date** 10/17/2018

Sign

10/10/20184:56 PM

Detailed Actual Expenditures by Year by Building Worksheet

District Name: Beverly

District Number: 0380

A	B	C	G	H	I	J	K	L	M	N	O	P	
			Actual Expenditure by Building										
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Amount	
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total
Beverly City School	000	38,112	$ 48,500	$ 51,374	$ 45,836	$ 155,048	$ 70,171	$ 66,131	$ 69,084	$ 68,733	$ 89,143	$ 161,000	$ 825,020
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District Total		38,112	$ 48,500	$ 51,374	$ 45,836	$ 155,048	$ 70,171	$ 66,131	$ 69,084	$ 68,733	$ 89,143	$ 161,000	$ 825,020

Beverly City Board of Education (05-0380) Comprehensive Maintenance Plan		
Actual 2017-2018	Budget 2018-2019	Anticipated 2019-2020
$100,000	$126,000	$126,000
Localized repairs; plumbing Landscaping Paint walls as necessary Cafeteria alterations Filter changes Upgrade of wiring Clock and Intercom repairs Plumbing Electrical Replace damaged ceiling tiles	Localized repairs Landscaping Paint walls as necessary Cafeteria alterations Filter changes Upgrade of wiring Clock and Intercom repairs Plumbing Electrical Replace damaged ceiling tiles AC upgrades	Localized repairs Landscaping Paint walls as necessary Cafeteria alterations Filter changes Upgrade of wiring Clock and Intercom repairs Plumbing Electrical Replace damaged ceiling tiles AC upgrades

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist

County: Burlington
District: Beverly City
School Year: 2018-2019
School Building: Beverly City School
Check one: [ ] Leased [X] Owned
Completed By : Brian F. Savage
Title : Staff Accountant/Board Secretary
Date Completed: October 10, 2018

This form shall be used for the evaluation of school buildings including traditional public school districts (owned or leased), private schools for the disabled, charter schools, renaissance school projects and any other school settings. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific statute or code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Instructions and Guidance" for additional information.

Section A: 100% Items

100% Compliance

Current Licenses and Certificates	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or state fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available)	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			X	
5. Current boiler inspection certificate(s) posted at site of boiler	X			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (*N.J.A.C.* 58:12A-1) (*N.J.A.C.* 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	X			
8. One fire drill and *one* school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance] *N.J.S.A.* 18A:41-1	X			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	X			

Current Licenses and Certificates	Yes	No	N/A	Violation Location
10. District has defibrillators identified with appropriate signage, is placed and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law 18A:40-41a-41c)	X			

Exits/Exterior, Continued	Yes	No	N/A	Violation Location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	X			
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: **a.** Fire escapes and/or exterior stairs can be safely negotiated. **b.** Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	X			

Interior	Yes	No	N/A	Violation Location
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	X			
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e., circuit breaker panels, fuse boxes, transformers.	X			
15. Instructional areas are free of all unapproved construction; e.g., walls, partitions, doors and stairs	X			
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)	X			
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)	X			
18. Kindergarten and Pre-K toilet requirements are met.	X			
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required NJDOE approvals in place.	X			
20. Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e., gunpowder; picric acid) are *not* stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; *not* in boiler room/hazardous areas).	X			

Vocational/Laboratories	Yes	No	N/A	Violation Location
21. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: **a.** Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. **b.** Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. **c.** Non-portable machinery provided with magnetic type	X			

Vocational/Laboratories	Yes	No	N/A	Violation Location
switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. **d.** Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.				
22. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	X			
23. Adequate eye and body protection is provided, including: **a.** Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. **b.** Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. **c.** An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (6A:26-12.5)	X			
24. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: **a.** For science activities (i.e., via fume hoods) **b.** For welding operations. **c.** For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes **d.** Art: Safe designated space/room for kilns with proper ventilation **e.** For dust generating operations, such as wood working, (i.e., a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	X			

Total	Yes	No	N/A	Violation Location
100% Items Total	**23**	**0**	**1**	

Section B: 80% Items

80% Compliance

Exits/Exterior	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: **a.** Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. **b.** Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	X			
2. All exterior receptacles are GFI protected in accordance with code.	X			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix	X			

80% Compliance				
Interior	**Yes**	**No**	**N/a**	**Violation Location**
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular inspections.	X			
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	X			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)	X			
7. Doors leading to interior courtyards are clearly marked "Not an Exit"			X	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair	X			
9. Stage curtains are flame proof or flame retardant and certificates are on file.	X			
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6)	X			
11. Electric outlets and/or wiring appear appropriate, including: **a.** GFI protection for receptacle(s) within 6 ft of water in accordance with code. **b.** Electrical extension cords and surge protectors used appropriately, with extension cords *only* used for temporary need(s). **c.** Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in *N.J.A.C.* 6A:26-6.3 6A:26-8.1(vii2)	X			
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under state law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))	X			
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in *N.J.A.C.* 6A:26-6.3 and the UCC. 6A:26-8.1 (iii)	X			
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))	X			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)	X			
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)	X			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)	X			

80% Compliance				
Interior, continued	**Yes**	**No**	**N/A**	**Violation Location**
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.	X			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping; and/or other hazards. Any concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. 6A:26-8.1 (i5)	X			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.	X			
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e., doors, handles and locks are operable. 6A:26-8.1 (i7)	X			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with *N.J.A.C.* 5:23-7; 6A:26-8.1(v).	X			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)	X			
24. Food and nonfood items (i.e., cleaning products, etc.) in home economics rooms & cafeteria are stored separately	X			
25. Non-instructional areas are free of all unapproved construction; e.g., walls, partitions, doors and stairs.	X			
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; 6A:26-8.1(vii)	X			
Vocational/Laboratories				
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.			X	
28. Required space is available for the safe operation of machinery			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			X	
31. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.			X	
32. The following additional safety measures are in place if welding operations are ongoing: **a.** Welding curtains are provided and are painted with a finish of low reflectivity. **b.** Personal protective equipment (goggles, aprons, etc.) are provided.			X	

Vocational/Laboratories, continued	**Yes**	**No**	**N/A**	**Violation Location**

33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	
80% Items Total	**25**	**0**	**9**	

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	**24**	**34**

100% Section A Compliance	SCORE	NJQSAC Fiscal DPR [All items are in compliance in building(s)]
# of No responses in section A	100	**[X] Compliant (No exceptions) [ ] Noncompliant**

80% Section B Compliance	SCORE	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of Yes responses	34	
b. # of No responses	0	**[X] Compliant Line a is equal to** *or greater than* **Line #d**
c. Subtotal *[(a)+(b)]*	34	
d. Multiply [(c) x 80%]	27.2	**[ ] Noncompliant Line a is** *less than* **Line #d**

LEA Signatures:

Completed By: Brian F. Savage

Title: Staff Accountant/Board Secretary

Date: October 10, 2018

if applicable, Certified Educational Facilities Manger:

Date:

Chief School Administrator: Elizabeth Giacobbe

Date: October 10, 2018

All indicators denoted with 6A:26-8.1 also represent codified Temporary Facility Standards.

APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE
INITIAL & RENEWAL
2018-2019 SCHOOL YEAR

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the Executive County Superintendent annually.

INITIAL: ____ RENEWAL: X_____

County: Burlington District: Beverly City

School: Beverly City Elementary School

Room Number/Name: Rooms #11 and 20 State Approved Use: Classroom

Requested Use: Small Group Instruction And: Small Group Instruction

Number of students and teachers (total) in each group: No more than 8 students And: 2 adults on each side

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.): The rooms utilize an acoustical room divider which is 14 feet long and 8 feet high. Additionally, there is a 4 foot by 4 foot bookcase in the rooms. Please see attached sketch of the rooms.

Submit the following with this application:
A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2018-2019 school year on October 17, 2018.

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

_____
(School Business Administrator) (Date)

FOR EXECUTIVE COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office:_____
Inspected by:_____
_____ Approved as is _____ Not approved
_____ Approved subject to the following conditions:_____

_____(Executive County Superintendent) _____(Date)

TOILET ROOM FACILITIES FOR EARLY INTERVENTION, PRE-KINDERGARTEN AND KINDERGARTEN CLASSROOMS
INITIAL & RENEWAL
2018-2019 SCHOOL YEAR

A separate form is required for each school building

SCHOOL NAME: Beverly City School **DISTRICT NAME** Beverly City

ROOM NUMBER(S) Rooms 1, 3, & 5 **COUNTY NAME** Burlington

INITIAL: ____ **RENEWAL:** X

To: County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h)4ii, by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

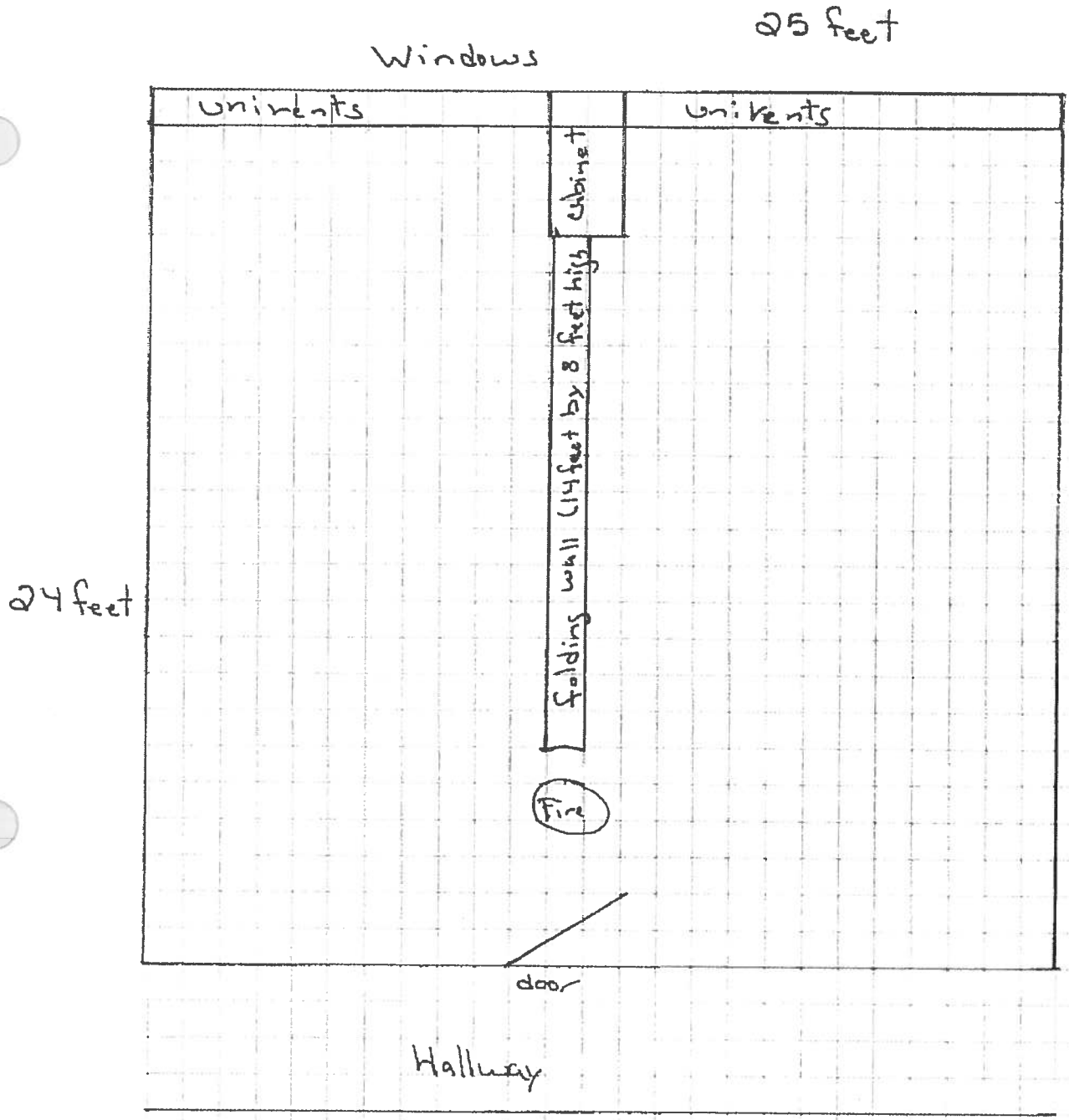
Each room as a paraprofessional that will escort the children to and from the bathroom while supervising the children.

Board of Education has approved this alternate method of compliance on October 17, 2018; **a copy of the resolution is attached**. I certify that all requirements of N.J.A.C. 6A:26-6.3(h)4ii have been met.

_____ _____
Chief School Administrator Date

Approved: _____ Not Approved: _____

_____ _____
County Superintendent Date



Rooms #11 and #20 Beverly City School

District Fingerprint Approved Subs by Names and District

11F

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

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

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

Last Name	First Name	District Fingerprints Approved	Certificate Expiration	BOE Approval Date
Mack	Jeffrey	Riverton	Never	Riverton 9/25/2018
Marcus	Larry	Delanco, Edgewater Park, Riverton	04/14/2019	10/11/17
MC BREATY	MAUREEN	Delanco, Beverly	1/30/2019	2/8/2017
MC RAE	CRYSTAL	Edgewater Park	Never	2/8/2017
Megee	Jamie	Edgewater Park	06/18/2023	Edgewater Park 6/27/18
Meyers	Jeffrey	Edgewater Park, Riverton	01/08/2023	10/10/2018
Miranda	Daniel	Beverly	2/1/2022	Beverly 2/15/2017
MULHERN	JOHN	Delanco, Edgewater Park, Riverton	10/31/2021	2/8/2017
MURRAY	CRYSTAL	Delanco, Edgewater Park	3/4/2021	2/8/2017
NEMETH	JOHN	Beverly,Delanco, Edgewater Park	Renewing	10/10/2018
NEMETH	KAREN	Beverly, Delanco, Edgewater Park, Riverton	5/2/2021	2/8/2017
NILES	CRISTA	Delanco, Edgewater Park	11/18/2020	2/8/2017
Ochs	Edward	Riverton ONLY	Never	Riverton 12/13/17
O'HARE	ELIZABETH	Edgewater Park	08/16/2023	2/8/2017

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

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

Heinemann

DEDICATED TO TEACHERS

40 years

12A

LIVE WEBINARS: It's All About the Books: Designing Classroom Libraries to Support Student Choice and Instructional Goals

Presented By Clare Landrigan and Tammy Mulligan

Register Now

Webinar Dates:

Three, 75-minute webinar sessions from 4:00pm–5:15pm **Eastern Standard Time**.

- Monday, October 22, 2018
- Monday, October 29, 2018
- Monday, November 5, 2018

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

Overview

In the life of a reader, the right book at the right time makes all the difference. So, how do we ensure that every teacher and student has access to the volume and quality of books they need? In their recent coauthored release, *It's All About the Books: How to Create Bookrooms and Classroom Libraries That Inspire Readers*, Tammy and Clare share how educators in a school can work together to make their book supply seem endless in the eyes of their readers.

In this webinar series, Tammy and Clare share practical strategies and tips to design classroom libraries, bookrooms, and book spaces that support students' reading identities, meet instructional goals, and foster a love of reading. Participants will have an opportunity to identify their beliefs pertaining to literacy and to think about how a classroom library can be designed to reflect these beliefs. During each 75-minute session, Tammy and Clare will share videos and photographs as they invite you into a variety of classroom libraries and bookrooms that model possibilities for promoting greater access to books. Throughout this online series, you also will explore how they use observation tools to support curriculum planning, collect formative assessment, and confer with students.

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

SESSION 1:

- Review research on how increased access to books promotes literacy development
- Reflect on literacy beliefs
- Observe how to design classroom libraries and book spaces that reflect our beliefs and support student agency

Professional Development Services Menu

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2018-19 Heinemann PD Catalog-Journal

Download and share the latest issue of our Professional Development Catalog-Journal, edited by Ellin Oliver Keene – now with even more articles

- Think about opportunities to create a shared book space designed to refresh and rotate your classroom book inventory to meet the evolving needs of your students

SESSION 2:

- Discuss how books support our instructional model and our curricular goals within the gradual release of responsibility
- Learn to use booktalks, conferences, and observations of student book selection as a powerful source of formative assessment
- Reflect on the role of texts as an instructional scaffold for students
- Plan text choice to connect learning goals and conversations throughout the year

SESSION 3:

- Discuss how to involve students in the curation and design of a classroom library
- Plan to collaborate with school librarians to support students in developing a reading identity
- Take a closer look at text complexity and access
- Learn moves to broaden how students think about text selection and to help them find books they love within and beyond the classroom walls

Presenters

Tammy Mulligan and **Clare Landrigan** are staff developers who are still teachers at heart. They began their journey together 24 years ago co-teaching in Medford, MA. This was the home of their first classroom library, and where they fell in love with bringing children and books together. You can find them on Twitter as @ClareandTammy and online at http://www.teachersforteachers.net, where they blog about books and the art of teaching.

Who should participate?

Classroom teachers of grades K-6, literacy leaders, reading and language arts specialists, curriculum coordinators, and administrators.

Tuition

The cost of this Webinar Series is $169.00 per person. If you register a group of three to nine people at the same time there is a discounted rate of $159.00 per person. When signing up ten or more participants at one time, please call in advance for large group discount pricing. Tuition also includes access to the recorded webinar sessions for up to 90 days after the conclusion of the webinar series.

Requirement

It is highly recommended that participants have a copy of *It's All About the Books: How to Create Bookrooms and Classroom Libraries That Inspire Readers*. If you do not own a copy you may purchase one online here: *It's All About the Books: How to Create Bookrooms and Classroom Libraries That Inspire Readers*.

Confirmation

Participants will receive a series of email correspondence from Heinemann. The first email confirmation will serve as your receipt for the webinar series along with some general instructions on how to prepare your computer for the webinar. The second email confirmation will be sent approximately 2 days prior to each webinar date with a link to our webinar platform Zoom, directing you to the webinar class and giving you instructions on how to log in.

We highly recommend you test your computer readiness by clicking on this link.

If your computer needs any software upgrades, Zoom will walk you through the updates.

Note: We encourage group participation, however, we require that each person be registered. For group pricing information please call 800-541-2086, ext. 1100.

Upcoming Dates & Locations

10/22/2018-11/05/2018 - Starts October 22, 2018- 4:00-5:15pm EST
Online

Register Now:

Availability: Available

When: 10/22/2018 - 11/05/2018*

Where: Online

Register

12B

The New Jersey Association of School Resource Officers

Presents

Safe Schools Resource Officer/School Liaison Training
Camden County College Police Academy
420 N. Woodbury-Turnersville Road, Blackwood, NJ 08012

January 7-11, 2019
8:30 a.m. to 4:30 p.m.
Course Fee: $350.00
Attire: Uniform/Business Casual

The course shall be made available to (1) any law enforcement officer or public school employee referred by the board of education of the public school to which assignment as; a safe schools resource officer or school liaison to law enforcement is sought; (2) any safe schools resource officer or school liaison to law enforcement assigned to a public school prior to the effective date of P.L.2005, c.276 (C.52:17B-71.8 et al.), effective Jan 6, 2006; and (3) any Special Law Enforcement Officer Class III appointed after July 1, 2017.

Pre-Requisite

Permission must be granted by your Chief/Training Officer or Superintendent of schools to attend this class. School District employees must also provide an employment verification letter prior to class.

For registration information, please visit our website at www.NJASRO.org and follow the training link, or call us at 973-486-9453.

New Jersey Association of School Resource Officers
P.O. Box 2103, Fort Lee, NJ 07024 ~ (973) 486-9453 ~ Fax (973) 486-9454 www.NJASRO.org

13 B

Beverly City
School District

Nursing Services Plan
2018-2019

(NJAC 6A:16-2.1 through 2.5)

District Contact Person:
Ms. Elizabeth Giacobbe

School Nurse:
Mrs. Jamie Weller, MSN, RN, CSN-NJ

Board of Education Approved
On *October 17, 2018*

Beverly City Public School District Nursing Services Plan 2018-2019

(NJAC 6A:16-2.1 through 2.5)

District Name: Beverly City School District
School Year: 2018-2019

Board of Education Approval Date: October 17, 2018
District Contact Person: Ms. 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:

A. Health Records (N.JA.C. 8:57-4.1 through 4.20)	
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. Medications, health care treatments, procedures and care:	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	N.J.A.C. 6A:16-2.1 (a) 3
B. Provide Health Care	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. Arrange for transportation and supervision of students in need of emergency health care	N.J.A.C. 6A:16-2.1 (a) 4 (iii)
5. Notify parents of need for emergency care	N.J.A.C. 6A:16-2.1 (a) 4 (iv)
6. 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
7. Concussion Management	NJSA 18A:40-41.3
8. 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)
9. 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
10. 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	N.J.S.A.18A:40-12.8 (a) &

nebulizer	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	N.J.A.C. 6A:16- 2.2(g)
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	P.L.1984, c.203 (C.45:9-37.35 et seq.) N.J.S.A.18A:40-41.1
7. Sudden Cardiac Death management- AED's/CPR	PL2009-Chp 260; N.J.S.A. 18A:40-41
8. Hygienic Management Plan	
9. Nursing Service Plan	NJAC 6A:16-2.1 through 2.5
10. Immunizations	
11. Student Physicals/Medical Records/ Privacy FERRPA & HIPPA	Individual Educational Record Series Description and Series/ Retention and Disposal of records: # M700106-001
12. Epinephrine Delegates	N.J.S.A. 18:40 A-3 & 15; N.J.A.C.6A16-2.3
13. 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: ***(only for those district requiring SGO' s for school nurses)***	"Teacher Effectiveness and Accountability for the Children

"*Student Growth Objectives (SGOs) are academic goals for groups of students that are aligned to state standards and can be tracked using objective measures.*" 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	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 **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.** 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.

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.	Beverly City Elem. School	Beverly City Middle School
Daily practice- multiple 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	190	114
Visual Acuity screening K, 2, 4, 6, 8, 10- yearly	128	56
Auditory screening K, 1, 2, 3, 7, 11- yearly	157	35
Scoliosis screening biennially age 10-18- yearly	0	58
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 14, but will rise as parents submit forms	Varies – currently 11, but will rise as parents submit forms
Peanut/Tree Nut Allergy- potential Anaphylaxis students	6	3
Seasonal allergic students	25	17
Asthma Care/ Peak flow measurements/ students	40	31
Tube feedings/ Urinary catherization	0	0
Cardiac Care students	0	1

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 – approximately 20 total	
Referral for Alcohol and drug use/abuse testing or pregnancy- yearly	Varies	Varies
Sport Physicals processed -yearly	0	25 last year
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 coachers, 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

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 4th Gr.	5th – 8th 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		10
Enrollment number as of Oct. 1st.		190	114		
Number of students receiving:					
Special Services/ IEP's		57			10
504's		13			N/A
I&RS		Varies			N/A
IHP's		3 in addition to asthma plans			N/A
IEHP's		29			N/A
Nursing Assignments- number of:					
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	1
NJAC 6A:9-13.3 (b)	**CPR Certified**	10	10	n/a	n/a
NJAC 6A:9-13.3 (b)	**AED Certified**	10	10	n/a	n/a
NJAC	**Asthma Nebulizer trained**	1	1	n/a	n/a
Unlicensed Assistive Personnel Assignments					
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. flu vaccinations

3. health teaching and counseling
4. staff -in-services

[See POLICY ALERT No. 214]

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:

POLICY GUIDE

[See POLICY ALERT Nos. 164 and 214]

3437 MILITARY LEAVE

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

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

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

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

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

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

[Optional

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

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

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

Adopted:

[See POLICY ALERT Nos. 164 and 214]

4437 MILITARY LEAVE

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

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

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

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

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

[Optional

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

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

Adopted:

[See POLICY ALERT No. 214]

5516.01 STUDENT TRACKING DEVICES

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

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

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

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

Adopted:

[See POLICY ALERT No. 214]

7425 LEAD TESTING OF WATER IN SCHOOLS

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

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

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

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

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

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

Adopted:

[See POLICY ALERT Nos. 96 and 214]

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

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

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

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

~~Personal~~ ~~A~~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** ~~keys~~ improperly.

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

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

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

Adopted:

POLICY GUIDE

[See POLICY ALERT Nos. 177 and 214]

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

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

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

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

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

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

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

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

Adopted:

POLICY GUIDE

[See POLICY ALERT Nos. 202 and 214]

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

8507 BREAKFAST OFFER VERSUS SERVE (OVS)

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

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

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

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

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

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

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

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

[Select One Option

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

_____ _____

_____ _____

_____ _____

_____ _____

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

Adopted:

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

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:

[See POLICY ALERT No. 214]

9242 USE OF ELECTRONIC SIGNATURES

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

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

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

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

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

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

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

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

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

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

Adopted:

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

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

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

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

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

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

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

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

Adopted:

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

2431 ATHLETIC COMPETITION

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

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

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

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

Eligibility Standards

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

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

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

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

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

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

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

[Options for School Districts with Elementary and Middle School Students

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

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

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

[Options for All Students

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

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

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

[Optional

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

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

Required Examinations – Interscholastic or Intramural Team or Squad

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

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

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

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

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

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

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

Emergency Procedures

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

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

Interscholastic Standards

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

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

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

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

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

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

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

N.J.S.A. 2C:21-11
N.J.S.A. 18A:11-3 et seq.; **18A:40-41; 18A:40-41.10**
N.J.A.C. 6A:7-1.7**(d)**; 6A:16-1.~~34~~; 6A:16-2.1 et seq.

Adopted:

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[See POLICY ALERT No. 215]

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

2431.8 VARSITY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

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

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

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

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

Adopted:

POLICY GUIDE

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

5350 STUDENT SUICIDE PREVENTION

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

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

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

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

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

[~~Optional~~

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

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

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

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

Adopted:

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

5533 STUDENT SMOKING

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

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

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

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

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

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

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

[Optional – Prohibited Items and Controlled Dangerous Substances

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

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

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

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

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

[Optional

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

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

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

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

Adopted:

[See POLICY ALERT Nos. 175 and 215]

5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE

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

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

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

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

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

~~[Optional~~

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

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

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

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

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

Adopted:

[See POLICY ALERT Nos. 192 and 215]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:

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

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:

[See POLICY ALERT No. 215]

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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

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

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

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

A. General Procurement

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

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

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

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

Micro-Purchases:

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

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

[Choose one or more of the following:

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

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

B. Formal Procurement

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

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

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

   a. A general description of items to be purchased;

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

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

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

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

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

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

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

   a. Contract period;

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

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

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

   e. Delivery schedule;

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

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

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

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

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

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

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

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

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

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

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

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

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

s. Method of shipment or delivery upon contract award;

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

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

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

w. Signed statement of non-collusion;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Small Purchase Procedures

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

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

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

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

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

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

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

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

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

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

D. Noncompetitive Proposal Procedures

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

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

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

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

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

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

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

E. Miscellaneous Provisions

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

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

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

4. Specifications will be updated as needed.

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

F. Emergency Purchases

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

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

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

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

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

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

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

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

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

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

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

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

H. Records Retention

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

a. Written rationale for the method of procurement;

b. A copy of the original solicitation;

c. The selection of contract type;

d. The bidding and negotiation history and working papers;

e. The basis for contractor selection;

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

g. The basis for award cost or price;

h. The terms and conditions of the contract;

i. Any changes to the contract and negotiation history;

j. Billing and payment records;

k. A history of any contractor claims;

l. A history of any contractor breaches; and

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

I. Code of Conduct for Procurement

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

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

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

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

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

J. Food Service Management Company (FSMC)

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

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

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

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

POLICY GUIDE

APPENDIX

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

State Agency Form #358 - July 2017

Adopted:

POLICY GUIDE

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

1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:

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

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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

A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

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

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

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

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

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

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

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

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

C. Student Expectations

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

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

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

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

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

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

3. Student rights; and

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

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

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

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

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

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

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

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

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

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

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

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

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

Factors for Determining Remedial Measures

Personal

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

Environmental

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

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

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

Examples of Consequences

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

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

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

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

Personal – Target/Victim

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

Parents, Family, and Community

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

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

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

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

Consequences and Appropriate Remedial Actions – Adults

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

Target/Victim Support

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

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

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

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

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

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

   The district Anti-Bullying Coordinator shall:

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

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

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

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

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

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

   The school Anti-Bullying Specialist shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

G. Harassment, Intimidation, and Bullying Investigation

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

[Option – Principal's Preliminary Determination

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Reprisal or Retaliation Prohibited

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

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

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

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

J. Consequences and Appropriate Remedial Action for False Accusation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

O. School and District Grading Requirements

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

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Students with Disabilities

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

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

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

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

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

Adopted:

[See POLICY ALERT Nos. 192, 215 and 216]

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

[Select Only One Option Below

___ **The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall annually inform parents of students with disabilities about the Board's Policy regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7
New Jersey Department of Education Restraint and Seclusion Guidance for Students with Disabilities – July 10, 2018

Adopted:

[See POLICY ALERT Nos. 215 and 216]

[SCHOOL DISTRICTS NOT PARTICIPATING IN A USDA SCHOOL NUTRITION PROGRAM ARE NOT REQUIRED TO ADOPT POLICY 8561.]

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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

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

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

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

A. General Procurement

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

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

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

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

Micro-Purchases:

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

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

[Choose one or more of the following:

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

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

B. Formal Procurement

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

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

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

   a. A general description of items to be purchased;

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

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

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

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

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

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

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

a. Contract period;

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

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

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

e. Delivery schedule;

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

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

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

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

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

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

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

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

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

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

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

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

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

s. Method of shipment or delivery upon contract award;

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

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

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

w. Signed statement of non-collusion;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Small Purchase Procedures

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

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

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

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

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

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

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

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

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

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

D. Noncompetitive Proposal Procedures

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

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

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

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

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

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

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

E. Miscellaneous Provisions

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

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

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

4. Specifications will be updated as needed.

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

F. Emergency Purchases

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

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

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

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

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

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

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

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

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

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

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

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

H. Records Retention

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

   a. Written rationale for the method of procurement;

   b. A copy of the original solicitation;

   c. The selection of contract type;

   d. The bidding and negotiation history and working papers;

   e. The basis for contractor selection;

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

   g. The basis for award cost or price;

   h. The terms and conditions of the contract;

   i. Any changes to the contract and negotiation history;

   j. Billing and payment records;

   k. A history of any contractor claims;

   l. A history of any contractor breaches; and

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

I. Code of Conduct for Procurement

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

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

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

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

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

J. Food Service Management Company (FSMC)

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

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

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

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

APPENDIX

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

State Agency Form #358 - July 2017

Adopted:

17A

BEVERLY CITY SCHOOL DISTRICT

GRADE/TEACHER	STUDENT COUNT
PRE-K	
Ms. Scarperia	13
Ms. Foglio	14
Ms. Spratt	11
KINDERGARTEN	
Ms. Lokan	12
Mrs. Granville	12
Ms. Swal	2
FIRST GRADE	
Ms. Borota	16
Mrs. Vermes	17
Ms. Swal	3
SECOND GRADE	
Mrs. Arruda	15
Ms. Balkovic	14
Ms. Swal	1
THIRD GRADE	
Mrs. McCloskey	23
Ms. McGuckin	3
FOURTH GRADE	
Mrs. Singer	15
Mrs. Genovesi	15
Ms. McGuckin	3
FIFTH GRADE HOMEROOM	
Ms. Best	21
Ms. McGuckin	2
SIXTH GRADE HOMEROOM	
Mrs. Druding	26
SEVENTH GRADE HOMEROOM	
Mr. Leigh	36
EIGHTH GRADE HOMEROOM	
Mr. Dempster	31
TOTAL COUNT	**305**

17B

Attendance Totals for Beverly Elementary School from 10/01/2018 - 10/12/2018
Report 1005 run on 10/12/2018

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All	All	36	324	319	5	5	36	35.444	98.457	98.457
02	All	All	30	257	245	12	2	28.556	27.222	95.331	95.331
03	All	All	26	234	215	19	7	26	23.889	91.88	91.88
04	All	All	33	297	290	7	5	33	32.222	97.643	97.643
05	All	All	24	203	197	6	0	22.556	21.889	97.044	97.044
06	All	All	26	234	223	11	3	26	24.778	95.299	95.299
07	All	All	36	319	300	19	2	35.444	33.333	94.044	94.044
08	All	All	31	274	267	7	4	30.444	29.667	97.445	97.445
3F	All	All	18	154	143	11	5	17.111	15.889	92.857	92.857
4F	All	All	21	189	168	21	1	21	18.667	88.889	88.889
KF	All	All	27	235	226	9	11	26.111	25.111	96.17	96.17
TOTAL			**308**	**2,720**	**2,593**	**127**	**45**	302.222	288.111	95.331	95.331

Column header "Total" represents total number of all Students throughout the reporting period who factor into the attendance totals.

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All		36	324	319	5	5	36	35.444	98.457	98.457
02	All		30	257	245	12	2	28.556	27.222	95.331	95.331
03	All		26	234	215	19	7	26	23.889	91.88	91.88
04	All		33	297	290	7	5	33	32.222	97.643	97.643
05	All		24	203	197	6	0	22.556	21.889	97.044	97.044
06	All		26	234	223	11	3	26	24.778	95.299	95.299
07	All		36	319	300	19	2	35.444	33.333	94.044	94.044
08	All		31	274	267	7	4	30.444	29.667	97.445	97.445
3F	All		18	154	143	11	5	17.111	15.889	92.857	92.857
4F	All		21	189	168	21	1	21	18.667	88.889	88.889
KF	All		27	235	226	9	11	26.111	25.111	96.17	96.17
TOTAL			**308**	**2,720**	**2,593**	**127**	**45**	302.222	288.111	95.331	95.331

Total Sum of All Schools ADE: 302.222

Total Sum of All Schools ADA: 288.111

17C

BEVERLY CITY SCHOOL DISTRICT

Nurse's Monthly Report

Date Range: 9/18/2018–10/11/18

Student Visits: 241

Physicals Processed: 6

Health Screenings Performed: 0

Students Requiring Emergency Services (911): 0

Employee Visits: 2

Documented Contagious Illnesses: 2

Child Study Team Referrals Completed: 0

Other:

- Continued medical planning for current school year
- Conducted additional training for staff
- Processed immunization and physical paperwork for new and transfer students
- Secured new medication orders and medications
- Communicated with parents regarding immunization deficiencies and provisional admissions
- Collaborated with primary and specialist medical practices for student medical needs
- Secured additional emergency plans
- Commenced fluoride mouth rinse program for 18-19 school year
- Submitted 18-19 Nursing Services Plan to county for review

Thank you!

, MSN, RN

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

17D

Discipline Report by Grade
September 20, 2018
To
October 10, 2018

BEVERLY CITY SCHOOL DISTRICT

		Disobedience	Disrespectful		Fighting			Theft /	Drugs	Technology		General Detentions
Grade	Enrollment	Defiance	Profanity	Vandalism	Assault	Threats	Bullying	Stealing	Alcohol	Misuse	Suspension	with Packets
PRE-K	38											
K	26											
1	36											
2	30											
3	26											3
4	33											
5	23											
6	26				2						2	1
7	36											1
8	31				2						2	6
TOTAL	305				4						4	11

Suspensions		
Student	Reason	
J.C.	fighting	
A.A.	fighting	
N.T.	fighting	
A.M.	fighting	

General Detentions				
Student	Reason	Student	Reason	
M.M.	Disrespect teacher	J.O.	Cut teacher detention	
A.S.	Inappropriate language	N.T.	Disrespect peers	
J.R.	Disrespect Peers	E.T.	Disrespect Peers	
N.T.	Disrespect Teacher	K.C.	Late	
N.C-K	Disrespect Teacher			
S.H.	Lying			
Z.L.	Misbehavior			

17E

BEVERLY CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying

Ms. Kerri Lawler, Anti-Bullying Coordinator Ms. Chelsea Light, Anti-Bullying Specialist

Note that in order to protect the identities of students and in order to ensure confidentiality, student initials, rather than names, are used throughout this report.

SUMMARY OF ALLEGATIONS:
It was reported that AM was bullying JMS.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
Witness report indicated that AM and JMS were "dating." AM enlisted the assistance of a third party to attempt to end the relationship after its two week duration, and JMS reacted poorly to the news.

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

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

__Results of the investigation were inconclusive

Signature of the Superintendent E. Hunter Date 10/3/18

Board of Education Meeting Date 10/17/18

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

BEVERLY CITY SCHOOL DISTRICT

Reporting Form for Harassment, Intimidation, and Bullying

Ms. Kerri Lawler, Anti-Bullying Coordinator Ms. Chelsea Light, Anti-Bullying Specialist

Note that in order to protect the identities of students and in order to ensure confidentiality, student initials, rather than names, are used throughout this report.

SUMMARY OF ALLEGATIONS:
It was reported that JC was bullying AM.

FACTUAL FINDINGS OF ANTI-BULLYING SPECIALIST:
JC was upset regarding rumors that AM gave JC's name in a previously investigated HIB case. This prompted JC to confront AM. JC's reaction did not meet the criteria for HIB.

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

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

__Results of the investigation were inconclusive

Signature of the Superintendent E. G. Cavilla Date 10/9/18

Board of Education Meeting Date 10/17/18

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