



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School

7:00 PM

September 20, 2017

Beverly School Library

AGENDA

1. CALL TO ORDER

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on January 4, 2017. 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	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

4. President opens meeting

5. Board Member Comments on the Agenda

6. Public Comment on Agenda Items Only

7. MOTION: To approve the minutes for the Regular meeting on August 16, 2017.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

MONTHLY FINANCIALS/CONTRACTS:

8. Consent Agenda:

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

A.MOTION: To accept the financial Report of the Secretary for the month ending June 2017: Balance on hand \$2,523,828.50

Board Secretary's Month Certification

Budgetary Line Item Status



C. MOTION: To accept the financial report of the Treasurer of School Monies ending June 2017.

D. MOTION: To accept the financial report of the Treasurer of School Monies ending July 2017.

E. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of June 2017.

F. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of July 2017.

G. MOTION: To approve the purchase orders in the amount of \$670,154.44 for the month of September 2017.

H. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills totaling \$280,284.32 for the month of September 2017 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, 2017 in the amount of \$41,341.23 and for the pay period ending August 31, 2017 in the amount of \$41,939.88 in the total amount of \$83,281.11 for the month of August 2017.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

FINANCIALS/CONTRACTS:

9. Consent Agenda:

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

A.MOTION: To approve the following 2017-2018 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
Brookfield	1	\$53,100.00	9/1/2017-6/30/2018		\$53,100.00
YALE	1	\$57,965.40	9/1/2017-6/30/2018		\$57,965.40

B. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Garden State Transport Renewal for the 2017-2018 school year to BCIT West in the total amount of \$30,964.43.

C. To approve the following:

WHEREAS, under the pursuant to N.J.S.A. 18A:18A-1, et seq., the Beverly City Board of Education has need for professional services to be rendered to it, and a need for financial and/or consultant services of a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids

Legal Services

WHEREAS, funds are available for this purpose; and

WHEREAS, the public school contracts law N.J.S.A. 18A:1, et seq. requires that a Board of Education award contracts for the aforesaid services by Resolution adopted at a public meeting; NOW THEREFORE BE IT RESOLVED, by the Beverly City Board of Education that

The following appointment be made to render services indicated hereinafter from July 1, 2017 through June 30, 2018 unless such services are due to expire sooner pursuant to a written contract entered into heretofore, and each of the appointees representing a recognized profession, to wit:

Kenney, Gross & Kovats

D. To appoint Mr. Doug Kovats of Kenney, Gross & Kovats, as Labor Attorney, from July 1, 2017 through June 30, 2018, according to the terms of the executed contract.

E. To authorize the Board President to sign a letter of agreement and transmit same to the Labor Attorney

F. MOTION: To approve and ratify the three year agreement between the Board of Education of the Beverly City School District and the Beverly Education Association from July 1, 2017 through June 30, 2020, as ratified by the Beverly Education Association.



G. MOTION: BE IT RESOLVED, that the Board of Education approve the 2017-2018 Athletic Scheduling Fee in the amount of \$50.00.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the Bus Evacuation Drill on October 6, 2017, 10:00 AM, bus provided by Laurel Bus, in the amount of \$150.00.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

PERSONNEL:

10. Consent Agenda:

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

A. MOTION: BE IT RESOLVED, that the Board of Education approve Sandy Coyne, Title I Math and ELA Instructor for the 2017-2018 school year in the amount of \$67,000.00 and \$18,760.00 in benefits. 79% of these funds are Title I.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Lois Harmon, Title I ELA Instructor for the 2017-2018 school year in the amount of \$66,488.00 and \$18,617.00 in benefits. 100% of these funds are Title I.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Donna Groves, Title I Math Instructor in the amount of \$3,027.00, and \$848.00 in benefits. 4% of these funds are Title I.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Donna Butler, as Media Specialist/Librarian, BA +30, Step #3, per the negotiated agreement for the 2017-2018 school year, effective September 1, 2017.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Abraham Ruiz, as Paraprofessional, Step #7, per the negotiated agreement for the 2017-2018 school year, effective September 15, 2017.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Annette Barnes, Paraprofessional, effective September 18, 2017.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Dahlia Buividas, Paraprofessional, effective October 10, 2017.



H. MOTION: BE IT RESOLVED, that the Board of Education approve Amy Penwell contract as School Library Support and Mentoring for the 2017-2018 school year in the amount of \$4,000.00.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the following staff as General Detention teachers for the 2017-2018 School Year in the amount of \$22.00 per hour (on an as needed basis and a rotating schedule):

- Donna Groves
- Lisa DiPace
- Charlene Singer
- Dorothy Foglio
- Melanie Kranz
- Karen Spratt
- Kathy Tipton
- Glenn Dempster

J. 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 2017.

K. MOTION: BE IT RESOLVED, that the existing employment agreement between the Board of Education and Elizabeth Giacobbe be rescinded by mutual agreement;

Be It Further Resolved, that Elizabeth Giacobbe be appointed as Superintendent of Schools for the period July 1, 2017 through June 30, 2022, at an initial salary of \$155,850.00 (retro pay is for July 1, 2017 through August 31, 2017) for the 2017-2018 school year, which includes an additional administrative position increment for her service as principal, pursuant to terms of a written employment agreement approved by the Executive County Superintendent of Schools. This contract supercedes all previous contracts.

L. MOTION: BE IT RESOLVED, that the Board of Education approve Zachary Reitter as Paraprofessional sub effective September 21, 2017.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

CURRICULUM:

11. Consent Agenda:

The following action items A through G 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 to accept the Title IA funds in the amount of \$174,740.00 allocated under the ESEA consolidated grant application for the fiscal year 2018.

B. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the Title IIA funds in the amount of \$13,657.00 allocated under the ESEA consolidated grant application for the fiscal year 2018.

C.MOTION: BE IT RESOLVED, that the Board of Education approve the 2017-2018 Student-Family Handbook.

D.MOTION: BE IT RESOLVED, that the Board of Education approve the 2017-2018 Staff Handbook.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the Title IV Part A grant in the amount of \$10,000.00 for the fiscal year 2018.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the purchase of Coping Cat, a trauma, anxiety, and grief program, aiming to improve the mental health and coping skills of our students, in the amount of \$2,000.00, using Title IV funds.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the contract for professional development with Schoolwide in the amount of \$5,100.00 (\$1,700.00/day) through Title II funds.

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

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 payment of the following teachers for Writer's Workshop professional development session held on August 30, 2017:

- Lori Genovesi
- Charlene Singer
- Briana McGuckin
- Anneliese McCloskey
- Tiffany Odom
- Peg Gunkel
- Lisa DiPace

B. MOTION: BE IT RESOLVED, that the Board of Education approve the payment of the following teachers for reading professional development sessions held during the summer at the rate of \$100.00 per day:

- Lori Genovesi
- Charlene Singer
- Briana McGuckin
- Anneliese McCloskey
- Tiffany Odom
- Cindy Arruda
- Brooke Vermes
- Stefanie Borota
- Nicole Vermes
- Rachel Fox
- Michelle Granville
- Meredith Lokan
- Peg Gunkel

Roll Call

Stacey Atkinson	_____	Mary Smith-Jones	_____
K. Lee Dixon	_____	Mary Wolbert	_____
Leigh Ann Esaia	_____	Richard Wolbert	_____
Barbara Kelly	_____		

13. Old Business

14. New Business

15. Superintendent's Report

A.Enrollment Report

B.Attendance Report

C.Nurse's Report

D.Discipline Report

E. H.I.B. Incidents:

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

F. Drills:

Fire Drill – September 11, 2017 – 3 minutes 45 seconds

Lockdown Drill – September 19, 2017 – 2:00 PM

16. Correspondence

17. Board Comments

18. Public Comments

19. Adjournment



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue
Beverly, New Jersey 08010
www.beverlycityschool.org

7

REGULAR MEETING

Beverly City School
August 16, 2017

7:00 PM
Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 7:00 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 January 4, 2017. A copy was also submitted to the Beverly Post Office.

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The Pledge of Allegiance was led by Richard Wolbert.

3. Roll Call

Stacey Atkinson	Present	Mary Smith-Jones	Present
K Lee Dixon	Present	Mary Wolbert	Present
Leigh Ann Esaia	Present	Richard Wolbert	Present
Barbara Kelly	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 was one (1) member of the public present at the meeting.

5. Board Member Comments on the Agenda

There were no Board member comments on the agenda.

6. Public Comment on Agenda Items Only

There were no public comments on the agenda.

7. A motion was made by Stacey Atkinson and seconded by K Lee Dixon to approve the minutes for the Regular meeting on July 19, 2017.

Roll Call

Stacey Atkinson	Abstained	Mary Smith-Jones	Abstained
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Abstained	Richard Wolbert	Affirmative
Barbara Kelly	Abstained		

MONTHLY FINANCIALS/CONTRACTS:

8. Consent Agenda:

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

A. MOTION: To approve the purchase orders in the amount of \$455,808.03 for the month of August 2017.

B. MOTION: To approve the bills list:

BE IT RESOLVED, that the Board of Education approve the bills totaling \$141,452.21 for the month of August 2017 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

C. MOTION: To approve the gross payroll wages for the pay period ending July 15, 2017 in the amount of \$37,317.33 and for the pay period ending July 31, 2017 in the amount of \$36,363.22 in the total amount of \$73,680.55 for the month of July 2017.

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Affirmative
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		

FINANCIALS/CONTRACTS:

9. Consent Agenda:

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

A.MOTION: To approve the following 2017-2018 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCIT West	(estimated) 38	\$3,313.00	9/1/2017-6/30/2018		\$125,894.00
YALE School	1	\$57,965.40	9/1/2017-6/30/2018		\$57,965.40
YALE School	1	\$51,687.00	9/1/2017-6/30/2018	ESY- \$8,614.50 Extraordinary Services - \$39,900.00	\$100,201.50
BCSSSD	7	\$3,700.00	ESY		\$25,900.00
BCSSSD	1	\$250.00	ESY	1:1 Teacher Assistant 20 days	\$5,000.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Joint Transportation for:

- Special Ed Summer Schools
- Special Education Winter Routes
- Public, Non Public and Vocational Schools

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Affirmative
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		

PERSONNEL:

10. Consent Agenda:

A motion was made by Stacey Atkinson and seconded by Mary Smith-Jones to approve the following action items A through K will be considered under consent agenda. Items B, C, D were tabled.

A.MOTION: BE IT RESOLVED, that the Board of Education approve the resignation of Suzanne Columbia, Speech Therapist, effective August 7, 2017.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Sandy Coyne, Title I Math and ELA Instructor for the 2017-2018 school year in the amount of \$ [REDACTED] and [REDACTED] in benefits. [REDACTED] of these funds are Title I. This motion was tabled.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Lois Harmon, Title I ELA Instructor for the 2017-2018 school year in the amount of \$ [REDACTED] and \$ [REDACTED] in benefits. [REDACTED] of these funds are Title I. This motion was tabled.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Donna Groves, Title I Math Instructor in the amount of [REDACTED] to meet the Focus reserve, and [REDACTED] and [REDACTED] in benefits. This motion was tabled.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Stephanie Petner as Paraprofessional, Step #10, per the negotiated agreement for the 2017-2018 school year.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Caitlin Stone as Speech Therapist, Step #10, per the negotiated agreement for the 2017-2018 school year.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Frank Vespe as Paraprofessional, Step #10, per the negotiated agreement for the 2017-2018 school year.



H. MOTION: BE IT RESOLVED, that the Board of Education approve Elizabeth Giacobbe as the Superintendent of the Beverly City School District.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Elizabeth Giacobbe as the Principal of the Beverly City School District.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Denise DiGangi to work remotely three days a week.

K. MOTION: BE IT RESOLVED, that the existing employment agreement between the Board of Education and Elizabeth Giacobbe be rescinded by mutual agreement;

Be It Further Resolved, that Elizabeth Giacobbe be appointed as Superintendent of Schools for the period August 17, 2017 through June 30, 2022, at an initial salary of \$153,500.00 for the 2017-2018 school year, which includes an additional prorated administrative position increment for her service as principal, pursuant to terms of a written employment agreement approved by the Executive County Superintendent of Schools. This contract supercedes all previous contracts.

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Affirmative
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Affirmative, Abstain motions H, I, K	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		

CURRICULUM:

11. Consent Agenda:

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

A. MOTION: BE IT RESOLVED, that the Board of Education approve to apply for the Title I funds in the amount of \$174,740.00 allocated under the ESEA Consolidated grant for the fiscal year 2018.

B. MOTION: BE IT RESOLVED, that the Board of Education approve to apply for the Title II funds in the amount of \$13,657.00 allocated under the ESEA Consolidated grant application for the fiscal year 2018.

C. MOTION: BE IT RESOLVED, that the Board of Education approve to not apply for the Title III funds in the amount of \$653.00 allocated under the ESEA Consolidated grant for the Fiscal Year 2018.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the ESEA Consolidated grant application submission for the Fiscal Year 2018 for Title I and Title II.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Susan Tranberg, Links to Literacy, Phonemic Awareness Consultant, in the amount of \$1,000.00 of Title II funds to present professional development workshops and coaching in the amount of \$1,000.00 per visit with a maximum of 2 days.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Debbie Robl, Writer's Workshop consultant, in the amount of \$6,000.00 of Title II funds to present professional development workshops and in-class coaching in the amount of \$1,000.00 per visit with a maximum of five days.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of SchoolWide Literacy Group professional development workshops and in-class coaching on grammar bumper units for Writer's Workshop, not to exceed three days.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of Jill Antinello, reading professional development consultant and educational coach, in the amount of \$1,557.00 of Title II funds to present reading strategies for struggling students, not to exceed two days.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the following curricular frameworks for the 2017-2018 school year:

- ESL K-8th Grade
- Social Studies K-4th Grade
- Social Studies 5th-8th Grade
- World Language K-8th Grade
- English Language Arts K-8th Grade
- Math K-8th Grade
- Algebra 8th Grade
- Gifted and Talented K-8th Grade
- Visual Art K-8th Grade
- Technology and Library Pre-K-8th Grade
- Health and Physical Education K-8th Grade
- Music K-8th Grade

J. MOTION: BE IT RESOLVED, that the Board of Education approve to approve employees children to attend the school in Beverly in accordance with Board policy 5111:

Kerri Lawler – W.D.
Andrea Sanchez-Dollard – A.SD.



K. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of SGO/SGP/Teacher Evaluation Scoring Sheet Employment Proposal of Michael McConnell for the 2017-2018 school year in the amount of \$3,000.00.

L. MOTION: BE IT RESOLVED, that the Board of Education approve the Next Generation Science Curricular Framework for Grades K-8.

M. MOTION: BE IT RESOLVED, that the Board of Education approve the submission of the 2018 IDEA grant in the amount of:

- Basic - \$113,154.00
- Preschool - \$3,165.00

N. MOTION: BE IT RESOLVED, that the Board of Education approve the 2016-2017 School Self-Assessment for Determining Grades under the ABR (Self-Assessment), as a 73/78, which is equivalent to a 94%.

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Affirmative
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		

PROFESSIONAL DEVELOPMENT:

12. A motion was made by Stacey Atkinson and seconded by Barbra Kelly BE IT RESOLVED, that the Board of Education approve the reading professional development payment in the amount of \$100.00 per day for the following teachers:

- Briana McGuckin
- Lori Genovesi
- Nicole Vermes
- Melanie Kranz
- Lois Harmon
- Rachel Fox
- Brooke Vermes
- Michelle Granville
- Tiffany Odom
- Stefanie Borota
- Anneliese McCloskey
- Charlene Singer
- Jodi Gottlieb
- Larissa Druding
- Cindy Arruda

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Affirmative
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		

13. Old Business

Richard Wolbert reminded the Board of Education members to complete the Board Self Evaluations and work on the Board Goals.

14. New Business

Richard Wolbert and Elizabeth Giacobbe reviewed the recent visit by the New Jersey Department of Education. It was noted the great improvements in math and ELL at the Beverly City School. The State DOE wants to identify what is going on in Beverly and roll it out across the state. Elizabeth Giacobbe and Kerry Lawlor will also be presenting to the State Board of Education on September 13, 2017.

15. Correspondence

There was no correspondence for the month.

16. Board Comments

Richard Wolbert gave an overview on the process of the new concession stand area. Completion is expected by early Fall.

17. Public Comments

The public portion of the meeting was opened at 7:30 p.m. and closed at 7:30 p.m. There were no comments from the public.

18. Adjournment

A motion was made by Leigh Ann Esaia and seconded by Barbra Kelly to adjourn the Board of Education Meeting at 7:31 p.m.

Roll Call

Stacey Atkinson	Affirmative	Mary Smith-Jones	Affirmative
K Lee Dixon	Affirmative	Mary Wolbert	Affirmative
Leigh Ann Esaia	Affirmative	Richard Wolbert	Affirmative
Barbara Kelly	Affirmative		

Respectfully submitted:

Brian F. Savage, Ed.D.

Staff Accountant/Board Secretary

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

8A

 ASSETS AND RESOURCES

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

AmOrsp1	Cash in bank		\$2,751,831.01
102-107	Cash and cash equivalents		\$500.00
AmOrsp1	Capital reserve Account		\$181,976.00
	Accounts receivable:		
AmOrsp1	Interfund	\$365,303.23	
AmOrsp1	Intergovernmental - State	(\$352,237.71)	
AmOrsp1	Intergovernmental - Other	\$26,911.00	
			\$39,976.52

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

AmOrsp1	Estimated Revenues	\$6,580,223.00	
302	Less Revenues	(\$6,186,503.11)	
			\$393,719.89

Total assets and resources

\$3,368,003.42

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

 LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities

\$18,521.00

TOTAL LIABILITIES

\$18,521.00

FUND BALANCE

--- Appropriated ---

5mCrspl

Reserve for Encumbrances - Current Year
 Reserved fund balance:

\$1,368,257.19

5mOrspl

Reserved Fund Balance

\$392,738.95

5mCrspl

Appropriations

\$6,610,533.00

5mOrspl

Less: Expenditures

\$4,560,772.13

5mCrspl

Encumbrances

\$1,368,257.19 (\$5,949,029.32)

\$851,503.66

Total Appropriated

\$2,422,499.82

--- Unappropriated ---

770

Unreserved Fund Balance -

\$957,292.60

303

Budgeted Fund Balance

(\$230,310.00)

TOTAL FUND BALANCE

\$3,349,462.42

TOTAL LIABILITIES AND FUND EQUITY

\$3,368,003.42

Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$5,810,533.00	\$5,919,029.32	\$81,533.68
Revenues	(\$5,580,223.00)	(\$5,184,563.11)	(\$393,719.89)
	-----	-----	-----
	\$230,310.00	(\$237,473.79)	\$467,783.79
	-----	-----	-----
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
	-----	-----	-----
Budgeted Fund Balance	\$230,310.00	(\$237,473.79)	\$467,783.79
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$230,310.00	(\$237,473.79)	\$467,783.79
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	\$230,310.00	(\$237,473.79)	\$467,783.79
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS (COMPARIS)
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2017

		BUDGETED	ACTUAL TO	NOTE: OVER	UNREALIZED
		ESTIMATED	DATE	OR (UNDER)	BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$2,847,921.00	\$2,791,080.00		\$56,841.00
3XXX	From State Sources	\$3,732,302.00	\$3,356,449.00		\$375,853.00
4XXX	From Federal Sources		\$36,974.11		(\$36,974.11)
TOTAL REVENUE/SOURCES OF FUNDS		\$6,580,223.00	\$6,186,503.11		\$393,719.89

*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE
					BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,533,729.00	\$1,159,101.30	\$372,195.92	\$2,431.78
11-2XX-100-XXX	Special Education - Instruction	\$407,896.00	\$354,936.44	\$51,322.86	\$1,626.70
11-230-100-XXX	Basic Skills - Remedial Instruction	\$114,899.00	\$114,772.80	\$1.00	\$125.20
11-240-100-XXX	Bilingual Education - Instruction	\$52,995.00	\$47,694.50	\$5,300.40	\$0.00
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$10,030.00	\$4,581.30	\$5,499.70	\$19.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$9,410.00	\$4,310.45	\$66.00	\$3,424.55
11-4XX-100-XXX	Other Instrc. Programs - Instruction	\$1.00	\$0.00	\$1.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$1,413,293.00	\$626,478.90	\$456,432.49	\$330,410.71
11-000-211-XXX	Attendance and Social Work Services	\$29,585.00	\$29,479.18	\$0.00	\$105.82
11-000-213-XXX	Health Services	\$150,899.00	\$117,954.45	\$24,090.81	\$8,953.74
11-000-215-XXX	Speech, OT,PT & Related Svcs	\$120,273.00	\$88,308.18	\$18,900.41	\$12,464.41
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$17,720.00	\$0.00	\$13,720.00	\$4,000.00
11-000-218-XXX	Guidance	\$22,050.00	\$13,389.54	\$8,629.86	\$30.50
11-000-219-XXX	Child Study Teams	\$276,141.00	\$200,333.33	\$10,634.60	\$65,173.07
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$207,374.00	\$173,682.36	\$33,515.64	\$176.00
11-000-222-XXX	Educational Media Serv/School Library	\$5,520.00	\$4,775.47	\$125.96	\$618.57
11-000-223-XXX	Instructional Staff Training Services	\$26,800.00	\$21,304.36	\$4,022.52	\$1,473.12
11-000-230-XXX	Supp. Serv.-General Administration	\$238,461.00	\$147,064.13	\$42,532.24	\$48,864.63
11-000-240-XXX	Supp. Serv.-School Administration	\$22,031.00	\$17,072.86	\$1,234.66	\$3,623.48
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$220,577.00	\$155,728.92	\$20,953.71	\$43,934.37
11-000-261-XXX	Require Maint. for School Facilities	\$64,400.00	\$50,172.61	\$11,623.47	\$2,597.92
11-000-262-XXX	Custodial Services	\$394,642.00	\$282,409.26	\$76,915.73	\$35,316.99
11-000-270-XXX	Student Transportation Services	\$432,519.00	\$219,932.80	\$32,107.59	\$180,418.62
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$950,214.00	\$717,325.55	\$123,433.03	\$112,455.32
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USED OF FUNDS		\$6,720,578.00	\$4,562,087.93	\$1,310,205.59	\$858,274.49

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 12 Month Period Ending 06/30/2017

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-7XX Equipment	\$70,000.00	\$9,626.00	\$57,551.60	\$2,822.40
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$19,955.00	\$19,048.20	\$500.00	\$405.80
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$89,955.00	\$28,674.20	\$58,051.60	\$3,229.20
TOTAL GENERAL FUND EXPENDITURES	\$6,810,533.00	\$4,580,772.13	\$1,368,257.19	\$861,503.69

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ANNUAL COMPARED WITH ESTIMATED
FOR 12 Month Period Ending 12/31/2019

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
5M0rsp3	Local Tax Levy	\$2,845,921.00	\$2,696,707.06	\$149,213.94
1XXX	Miscellaneous	\$2,000.00	\$94,372.94	(\$92,372.94)
TOTAL		\$2,847,921.00	\$2,791,080.00	\$56,841.00

--- STATE SOURCES ---				
6M0rsp3	Categorical Transportation Aid	\$193,173.00	\$193,173.00	.00
6M0rsp3	Extraordinary Aid	\$10,000.00	\$29,899.00	(\$19,899.00)
6M0rsp3	Categorical Special Education Aid	\$170,576.00	\$170,576.00	.00
6M0rsp3	Equalization	\$2,420,975.00	\$2,019,133.00	\$401,842.00
6M0rsp3	Categorical Security	\$87,320.00	\$87,320.00	.00
6M0rsp3	Adjustment Aid	\$840,178.00	\$840,178.00	.00
6M0rsp3	Professional Learning Community Aid	\$2,980.00	\$2,980.00	.00
3XXX	Other State Aids	\$7,100.00	\$13,190.00	(\$6,090.00)
TOTAL		\$3,732,302.00	\$3,356,449.00	\$375,853.00

--- FEDERAL SOURCES ---				
6M0rsp3	Medicaid Reimbursement		\$17,629.08	(\$17,629.08)
1XXX	Other Federal Aids	\$0.00	\$21,345.03	(\$21,345.03)
TOTAL		\$0.00	\$38,974.11	(\$38,974.11)

--- OTHER FINANCING SOURCES ---				
TOTAL REVENUES/SOURCES OF FUNDS		\$6,590,223.00	\$6,186,503.11	\$403,719.89

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 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$139,729.00	\$130,585.72	\$9,143.29	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$647,124.00	\$458,539.82	\$188,584.18	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$350,370.00	\$265,004.36	\$85,365.64	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$10,000.00	\$9,878.00	\$0.00	\$122.00
--- Regular Programs - Undistr. Instruction ---				
AmOrsp2 Other Salaries for Instruction	\$145,096.00	\$69,359.08	\$75,736.92	.00
AmCrsp2 Purchased Prof.-Ed. Services	\$800.00	.00	.00	\$800.00
AmOrsp2 Purchased Technical Services	\$64,910.00	\$57,742.72	\$7,039.10	\$128.18
11-190-100-500 Other Purch. Serv. (400-500 series)	\$39,000.00	\$33,778.96	\$4,829.68	\$391.36
11-190-100-610 General Supplies	\$132,800.00	\$131,298.76	\$1,497.12	\$4.12
AmOrsp2 Textbooks	\$2,900.00	\$2,682.38	.00	\$217.62
11-190-100-800 Other Objects	\$1,000.00	\$231.50	.00	\$768.50
TOTAL	\$1,433,723.00	\$1,159,101.30	\$372,195.92	\$2,431.78
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$159,127.00	\$156,350.30	\$1,440.00	\$1,336.70
AmOrsp2 Other Salaries for Instruction	\$35,000.00	\$32,411.54	\$2,588.46	.00
TOTAL	\$194,127.00	\$188,761.84	\$4,028.46	\$1,336.70
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$213,759.00	\$166,174.60	\$47,294.40	\$290.00
TOTAL	\$213,759.00	\$166,174.60	\$47,294.40	\$290.00
TOTAL SPECIAL ED - INSTRUCTION				
	\$407,886.00	\$354,936.44	\$51,322.86	\$1,626.70
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$114,899.00	\$114,772.80	\$1.00	\$125.20
TOTAL	\$114,899.00	\$114,772.80	\$1.00	\$125.20
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$52,995.00	\$47,694.60	\$5,300.40	\$0.00
TOTAL	\$52,995.00	\$47,694.60	\$5,300.40	\$0.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$7,000.00	\$1,510.30	\$5,489.70	.00
11-401-100-500 Purchased Services (300-500 series)	\$2,390.00	\$2,390.00	.00	.00
11-401-100-800 Other Objects	\$700.00	\$681.00	.00	\$19.00
TOTAL	\$10,090.00	\$4,581.30	\$5,489.70	\$19.00
--- School sponsored athletics-Instruction ---				
11-402-100-100 Salaries	\$4,500.00	\$4,434.00	\$66.00	.00
11-402-100-600 Supplies and Materials	\$3,910.00	\$485.45	.00	\$3,424.55
TOTAL	\$8,410.00	\$4,919.45	\$66.00	\$3,424.55

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
--- 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 ---				
Am0rsp2 Tuition to Other LEAs within State Regular	\$343,754.00	\$307,491.22	\$15,090.96	\$21,171.82
Am0rsp2 Tuition to Other LEAs within State Special	\$131,480.00	(\$598.95)	.00	\$132,078.95
Am0rsp2 Tuition to Co.Voc.School Dist.-reg.	\$131,540.00	\$123,424.00	.00	\$8,116.00
Am0rsp2 Tuition to Co.Spec.Serv. & Reg. Day schls	\$483,915.00	\$47,183.78	\$435,440.78	\$1,290.44
Am0rsp2 Tuition to Priv Sch for Disbl w/I State	\$252,197.00	\$148,999.75	\$5,950.75	\$97,247.50
Am0rsp2 Tuition - State Facilities	\$35,465.00	.00	.00	\$35,465.00
Am0rsp2 Tuition - Other	\$35,041.00	.00	.00	\$35,041.00
TOTAL	\$1,413,392.00	\$626,498.20	\$456,482.49	\$330,410.71
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$27,825.00	\$27,814.18	.00	\$70.82
11-000-211-300 Purchased Prof. & Tech. Svc.	\$1,700.00	\$1,665.00	.00	\$35.00
TOTAL	\$29,525.00	\$29,479.18	\$0.00	\$105.82
--- Health services ---				
11-000-213 100 Salaries	\$73,399.00	\$66,193.19	\$7,205.81	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$76,400.00	\$50,729.00	\$16,885.00	\$8,786.00
11-000-213-600 Supplies and Materials	\$1,000.00	\$947.26	.00	\$52.74
11-000-213-800 Other Objects	\$100.00	\$85.00	.00	\$15.00
TOTAL	\$150,899.00	\$117,954.45	\$24,090.81	\$8,853.74
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$74,273.00	\$63,682.49	\$10,590.51	.00
Am0rsp2 Purchased Prof. Ed. Services	\$44,200.00	\$28,225.69	\$6,900.00	\$12,074.31
11-000-216-600 Supplies and Materials	\$1,800.00	.00	\$1,409.90	\$390.10
TOTAL	\$120,273.00	\$91,908.18	\$18,900.41	\$12,464.41
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$13,720.00	.00	\$13,720.00	.00
Am0rsp2 Purchased Prof. Ed. Services	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$17,720.00	\$0.00	\$13,720.00	\$4,000.00
--- Guidance ---				
Am0rsp2 Sal. Secr. & Clerical Asst.	\$15,150.00	\$13,389.64	\$1,760.36	.00
Am0rsp2 Purchased Prof. - Ed. Services	\$6,900.00	.00	\$6,869.50	\$30.50
TOTAL	\$22,050.00	\$13,389.64	\$8,629.86	\$30.50
--- Child Study Teams ---				
Am0rsp2 Salaries Other Prof. Staff	\$211,195.00	\$149,776.67	\$4,380.33	\$57,038.00
Am0rsp2 Sal. Secr. & Clerical Asst.	\$21,465.00	\$20,013.54	\$1,452.46	.00
Am0rsp2 Purchased Prof. - Ed. Services	\$30,000.00	\$21,525.00	\$3,862.50	\$4,612.50
Am0rsp2 Other Purch. Prof. & Tech Svc.	\$4,900.00	\$1,869.74	\$939.31	\$2,090.95

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 6/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-600 Supplies and Materials	\$3,900.00	\$2,484.38	.00	\$1,315.62
11-000-219-800 Other Objects	\$4,780.00	\$4,664.00	.00	\$116.00
TOTAL	\$276,141.00	\$200,333.33	\$10,634.69	\$65,173.07
--- Improv. of Instr. Serv. ---				
5m0rsp2 Salaries Superv. of Instr.	\$182,174.00	\$158,505.86	\$23,668.14	.00
5m0rsp2 Salaries Other Prof. Staff	\$8,000.00	\$7,391.12	\$608.88	.00
5m0rsp2 Sal Secr. & Clerical Asst.	\$2,500.00	\$2,410.12	\$89.88	.00
11-000-221-11X Other Salaries	\$6,000.00	\$5,375.25	\$624.74	.00
5m0rsp2 Other Purch. Prof. & Tech Svc.	\$8,600.00	.00	\$8,524.00	\$76.00
11-000-221-600 Supplies and Materials	\$100.00	.00	.00	\$100.00
TOTAL	\$207,374.00	\$173,682.36	\$33,515.64	\$176.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,020.00	\$1,000.00	.00	\$20.00
11-000-222-500 Other Purchased Services (400-500 series)	\$100.00	.00	.00	\$100.00
11-000-222-600 Supplies and Materials	\$4,300.00	\$3,775.47	\$125.96	\$398.57
11-000-222-800 Other Objects	\$100.00	.00	.00	\$100.00
TOTAL	\$55,520.00	\$4,775.47	\$125.96	\$618.57
--- Instructional Staff Training Services ---				
5m0rsp2 Other Purch. Prof. & Tech Svc.	\$500.00	.00	.00	\$500.00
11-000-223-500 Other Purchased Services (400-500 series)	\$26,300.00	\$21,304.38	\$4,022.52	\$973.10
TOTAL	\$26,800.00	\$21,304.38	\$4,022.52	\$1,473.10
--- Support services-general administration ---				
11-000-230-100 Salaries	\$142,951.00	\$109,844.26	\$33,007.80	\$9.00
5m0rsp2 Legal Services	\$48,600.00	\$11,312.65	\$1,200.00	\$34,087.35
5m0rsp2 Audit Fees	\$20,000.00	\$15,750.00	\$4,250.00	.00
5m0rsp2 Other Purchased Prof. Svc.	\$3,700.00	.00	\$2,685.00	\$1,015.00
5m0rsp2 Purchased Tech. Services	\$2,000.00	.00	.00	\$2,000.00
5m0rsp2 Communications/Telephone	\$3,000.00	\$2,477.25	\$517.00	\$5.75
5m0rsp2 BOE Other Purchased Prof. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-230-500 Other Purchased Services	\$5,000.00	\$3,034.36	\$540.48	\$1,425.16
11-000-230-610 General Supplies	\$4,300.00	\$3,875.67	\$331.96	\$22.37
5m0rsp2 Misc. Expenditures	\$3,000.00	\$250.00	.00	\$2,750.00
5m0rsp2 BOE Membership Dues and Fees	\$7,000.00	\$520.00	.00	\$6,480.00
TOTAL	\$238,461.00	\$147,054.13	\$42,532.24	\$48,864.63
--- Support services-school administration ---				
5m0rsp2 Sal Secr. & Clerical Asst.	\$16,001.00	\$15,682.57	\$318.33	.00
11-000-240-600 Supplies and Materials	\$5,500.00	\$890.19	\$916.33	\$3,693.48
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$22,001.00	\$17,072.76	\$1,234.66	\$3,693.48
--- Central Services ---				
11-000-251-100 Salaries	\$168,377.00	\$151,162.44	\$17,214.56	.00
11-000-251-340 Purchased Technical Services	\$9,000.00	\$2,099.02	\$3,038.65	\$3,863.33

Beverly City Board of Education
 GENERAL FUND - FUND 1)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-251-552 Misc Pur Serv (400-500 series)	\$24,000.00	.00	.00	\$24,000.00
11-000-251-600 Supplies and Materials	\$4,000.00	\$2,468.46	\$600.50	\$931.04
11-000-251-85X Other Objects	\$3,200.00	.00	.00	\$3,200.00
TOTAL	\$28,000.00	\$2,468.46	\$600.50	\$24,931.04
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$12,000.00	.00	.00	\$12,000.00
TOTAL	\$12,000.00	\$0.00	\$0.00	\$12,000.00
TOTAL Cent. Svcs. & Admin IT	\$220,577.00	\$155,728.92	\$20,853.71	\$43,994.37
--- Required Maint. for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$28,000.00	\$17,700.19	\$7,752.81	\$2,547.00
11-000-261-610 General Supplies	\$36,400.00	\$32,472.42	\$3,876.66	\$50.92
TOTAL	\$64,400.00	\$50,172.61	\$11,629.47	\$2,597.92
--- Custodial Services ---				
11-000-262-1XX Salaries	\$122,240.00	\$107,944.00	\$14,314.10	\$91.90
&M0rsp2 Salaries of Non-Instructional Aids	\$16,152.00	\$7,272.68	\$8,879.32	.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$37,750.00	\$11,037.39	\$26,628.17	\$84.44
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$109,500.00	\$102,220.97	\$7,240.77	\$38.26
&M0rsp2 Rental of Land & Bldgs Other Than Lease	\$6,000.00	\$123.00	\$47.00	\$5,530.00
11-000-262-490 Other Purchased Property Svc.	\$4,000.00	\$1,458.00	.00	\$2,542.00
11-000-262-520 Insurance	\$13,500.00	.00	.00	\$13,500.00
11-000-262-590 Misc. Purchased Services	\$7,000.00	\$2,492.97	.00	\$4,507.03
11-000-262-610 General Supplies	\$6,000.00	.00	\$5,800.64	\$199.36
&M0rsp2 Energy (Natural Gas)	\$10,000.00	\$10,820.13	\$5,179.87	.00
&M0rsp2 Energy (Electricity)	\$54,000.00	\$38,674.14	\$8,825.85	\$5,500.00
11-000-262-8XX Other Objects	\$1,500.00	\$166.00	\$0.00	\$2,334.00
TOTAL	\$394,542.00	\$282,409.28	\$76,915.73	\$35,316.99
TOTAL Oper & Maint of Plant Services	\$452,042.00	\$332,581.89	\$88,545.20	\$37,914.91
--- Student transportation services ---				
&M0rsp2 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	\$14,660.00	\$13,505.80	\$1,154.20	.00
&M0rsp2 Sal Pupil Trans.Other than Bet Home & Sch	\$14,660.00	\$13,505.80	\$1,154.20	.00
&M0rap2 Contract Svc (btw Home & Sch.)-vendors	\$10,499.00	\$30,865.30	.00	\$9,633.20
&M0rsp2 Contract Svc (other btw home & sch.)-vndrs	\$10,000.00	\$4,280.24	\$1,000.00	\$4,719.76
&M0rsp2 Contract Svc (btw home & sch.)-joint agree	\$12,000.00	.00	\$1,468.24	\$10,531.76
&M0rsp2 Contract Svc (Sp Ed.)-vendors	\$20,000.00	\$4,628.42	.00	\$15,371.58
&M0rsp2 Contract Svc (Sp Ed.)-joint agreements	\$16,000.00	\$4,500.00	\$1,180.00	\$10,320.00
&M0rsp2 Contract Svc (reg std) - ESCs	\$92,700.00	\$39,748.25	\$11,310.35	\$41,641.40
&M0rsp2 Contract Svc (Sp Ed) - ESCs	\$172,000.00	\$69,974.09	\$14,540.59	\$87,485.32
&M0rap2 Contr Svc-Aid in Lieu Payments-Non Pub Sch	\$10,000.00	\$38,994.40	.00	\$1,015.60
TOTAL	\$432,519.00	\$219,992.80	\$32,107.58	\$180,418.62
11-XXX-XXX-210 Group Insurance	\$9,187.00	(\$101,012.34)	.00	\$109,139.34
11-XXX-XXX-220 Social Security Contributions	\$70,000.00	\$56,797.59	\$13,202.41	.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$103,119.00	\$46,728.00	\$56,119.00	\$272.00
11-XXX-XXX-242 Other Retirement Contrib. - ERIP	\$500.00	\$488.05	.00	\$11.95
11-XXX-XXX-250 Unemployment Compensation	\$30,000.00	\$8,661.59	\$21,338.41	.00
11-XXX-XXX-260 Workman's Compensation	\$44,000.00	\$43,928.97	.00	\$71.03
11-XXX-XXX-270 Health Benefits	\$646,058.00	\$629,490.93	\$15,622.65	\$944.42
11-XXX-XXX-280 Tuition Reimbursement	\$17,500.00	\$15,543.45	.00	\$1,956.55
11-XXX-XXX-290 Other Employee Benefits	\$30,850.00	\$16,699.41	\$14,150.56	\$0.03
TOTAL	\$950,214.00	\$717,325.65	\$120,433.03	\$112,455.32
Total Undistributed Expenditures	\$4,592,568.00	\$2,865,092.04	\$975,828.71	\$850,647.25
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$6,720,578.00	\$4,552,097.93	\$1,310,205.59	\$858,274.48
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$6,720,578.00	\$4,552,097.93	\$1,310,205.59	\$858,274.48

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	\$5,000.00	\$4,813.00	.00	\$187.00
12-130-100-730 Grades 6-8	\$5,000.00	\$4,813.00	.00	\$187.00
Undist. Exp. - Non-instructional Services				
12-000-300-730 Non-instructional services	\$2,000.00	.00	.00	\$2,000.00
TOTAL				
	\$12,000.00	\$9,626.00	\$0.00	\$2,374.00
--- Facilities acquisition and construction services ---				
12-000-400-390 Other Purchased Prof. & Tech Services	\$2,000.00	\$1,316.20	\$500.00	\$181.80
12-000-400-721 Lease Purchase Agreements - Principal	\$17,955.00	\$17,730.00	.00	\$225.00
Sub Total				
	\$19,955.00	\$19,046.20	\$500.00	\$406.80
TOTAL				
	\$19,955.00	\$19,046.20	\$500.00	\$406.80
TOTAL CAPITAL OUTLAY EXPENDITURES				
	\$31,955.00	\$28,672.20	\$500.00	\$2,780.80

Beverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$6,752,533.00	\$4,580,772.13	\$1,310,705.59	\$861,055.28

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

For 12 Month Period Ending 06/30/2017

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. 5A: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

8/13/15

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 12 Month Period Ending 06/30/2017

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
Haverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 12 Month Period Ending 06/30/2017

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

REPORT OF THE COMPTROLLER
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 School-Based Budget - Fund 15
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

 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
Feverly City Board of Education

School-Based Budget - FUND 16
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2017

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 12 Month Period Ending 06/30/2017

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
Sewerly City Board of Education
School-Based Budget - Fund 15

For 12 Month Period Ending 06/30/2017

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-15.10(c)1.

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

8/13 8:58am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Penalties
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

 ASSETS AND RESOURCES

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

4m0rspl	Cash in bank		\$220,181.55
	Accounts receivable:		
4m0rspl	Intergovernmental - State	\$22,077.10	
4m0rspl	Intergovernmental - Federal	\$129,735.98	
4m0rspl	Intergovernmental - Other	\$0.27	
153,154	Other (net of estimated uncollectible of \$)	(\$0.27)	

			\$151,913.08

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

4m0rspl	Estimated Revenues	\$611,254.00	
302	Less Revenues	(\$303,297.08)	

			\$307,956.92

	Total assets and resources		\$579,951.55

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

 LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Am0rspl	Deferred revenues		\$167,726.34
	Other current liabilities		\$339,320.58
	TOTAL LIABILITIES		<u>\$507,046.92</u>

FUND BALANCE

--- Appropriated ---

sm0rspl	Reserve for encumbrances - Current Year		\$40,353.42
6m0rspl	Appropriations	\$611,254.00	
6m0rspl	Less: Expenditures	\$438,349.37	
6m0rspl	Encumbrances	\$40,353.42	(\$478,702.79)
			<u>\$132,551.21</u>
	TOTAL FUND BALANCE		<u>\$172,904.63</u>
	TOTAL LIABILITIES AND FUND EQUITY		<u>\$679,951.55</u>

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 12 Month Period Ending 06/30/2017

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
XXXX	From State Sources	\$302,862.00	\$302,862.00		.00
4XXX	From Federal Sources	\$308,392.00	\$435.08		\$307,956.92
TOTAL REVENUE/SOURCES OF FUNDS		\$611,254.00	\$303,297.08		\$307,956.92
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Preschool Education Aid	\$302,862.00	\$220,586.05	\$15,398.82	\$66,877.13
TOTAL STATE PROJECTS		\$302,862.00	\$220,586.05	\$15,398.82	\$66,877.13
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$176,308.00	\$125,906.22	.00	\$50,401.78
	I.D.E.A. Part B (Handicapped)	\$101,566.00	\$62,121.90	\$24,120.90	\$15,423.30
	NCLB Title II - Part A/D	\$30,428.00	\$29,545.20	\$333.80	(\$151.00)
TOTAL FEDERAL PROJECTS		\$308,392.00	\$217,673.32	\$24,454.70	\$65,674.08
*** TOTAL EXPENDITURES ***		\$611,254.00	\$438,342.37	\$40,853.42	\$132,551.21

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 SPECIAL REVENUE - FUND 10
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 12 Month Period Ending 06/30/2017

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
--- STATE SOURCES ---			
5m0rsp3 Preschool Education Aid	\$302,862.00	\$302,862.00	.00
Total Revenue from State Sources	\$302,862.00	\$302,862.00	\$0.00

--- FEDERAL SOURCES ---			
4411-16 Title I	\$176,398.00	\$435.08	\$175,962.92
4420-29 I.D.E.A. Part B (Handicapped)	\$101,566.00	.00	\$101,566.00
4XXX Other Federal Aids	\$30,428.00	\$0.00	\$30,428.00
Total Revenues from Federal Sources	\$308,392.00	\$435.08	\$307,956.92

TOTAL REVENUES/SOURCES OF FUNDS	\$611,254.00	\$303,297.08	\$307,956.92

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 21
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/30/2017

		Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:					
PRESCHOOL EDUCATION AID					
--- Preschool Education Aid - Instruction ---					
&m0rsp2	Salaries of Teachers	\$166,854.00	\$151,455.18	\$15,398.82	.00
&m0rsp2	Other Sal. For Instruction	\$66,711.00	\$69,130.87	.00	(\$2,419.87)
	TOTAL Instruction	\$233,565.00	\$220,586.05	\$15,398.82	(\$2,419.87)
--- Preschool Education Aid - Support Services ---					
&m0rsp2	Personal Services - Employee Benefits	\$59,543.00	.00	.00	\$59,543.00
	TOTAL Support Services	\$59,543.00	\$0.00	\$0.00	\$59,543.00
=====					
	TOTAL PRESCHOOL EDUCATION AID	\$293,108.00	\$220,586.05	\$15,398.82	\$57,123.13
Other State Projects:					
PRESCHOOL EXPANSION GRANT					
=====					
	TOTAL OTHER STATE PROJECTS	\$293,108.00	\$220,586.05	\$15,398.82	\$57,123.13
	ALL XXX-XXX-XXX All Other State/Fed/Loc Projects	\$318,146.00	\$217,783.32	\$24,954.60	\$75,428.08
	TOTAL EXPENDITURE	\$611,254.00	\$438,349.37	\$40,353.42	\$132,551.21
=====					

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

Special Revenue Fund - Fund 20
For 12 Month Period Ending 06/30/2017

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. 5A:23A-16.10(c)3.

Board Secretary/Business Administrator

Date

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

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

Capital Projects Fund - Fund 33
 Interim Balance Sheet
 For 12 Month Period Ending 6/30/2017

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

sm0rspl	Reserve for encumbrances - Current Year			\$1.00
sm0rspl	Appropriations		\$79,001.00	
sm0rspl	Less : Expenditures	\$66,485.43		
sm0rspl	Encumbrances	\$1.00	(\$66,486.43)	
				\$3,514.57
	Total Appropriated			\$3,515.57

--- Unappropriated ---

sm0rspl	Fund balance			(\$167,376.13)
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TOTAL FUND BALANCE (\$163,860.56)

TOTAL LIABILITIES AND FUND EQUITY (\$163,860.56)

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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 12 Month Period Ending 06/30/2017

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
5m0rap3	Addl. State Schl Building Aid-EDA Grant	\$70,000.00	.00		\$70,000.00
	Other	\$1.00	\$0.00		\$1.00
TOTAL REVENUE/SOURCES OF FUNDS		\$70,001.00	\$0.00		\$70,001.00
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---					
30-000-4XX-100	Salaries	\$1.00	.00	\$1.00	.00
30-000-4XX-350	Construction services	\$70,000.00	\$66,485.43	.00	\$3,514.57
Total fac.acq.and constr. serv.		\$70,001.00	\$66,485.43	\$1.00	\$3,514.57
TOTAL EXPENDITURES		\$70,001.00	\$66,485.43	\$1.00	\$3,514.57
*** TOTAL EXPENDITURES AND TRANSFERS		\$70,001.00	\$66,485.43	\$1.00	\$3,514.57

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

Capital Projects Fund - Fund 33
For 12 Month Period Ending 05/31/2017

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:13A-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

8/13/88am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Intra Service Fund - Fund 40
 Interim Balance Sheet
 For 17 Month Period Ending 10/30/2017

 ASSETS AND RESOURCES

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

sm0rspi	Cash in bank		\$145,132.00
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--- R E S O U R C E S ---

sm0rspi	Estimated Revenues	\$73,194.00	
302	Less Revenues	(\$67,097.00)	
			\$12,097.00

Total assets and resources			\$157,229.00
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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education

Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/2017

 LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

smGrsp1

Appropriations	\$79,194.00	
		\$79,194.00

Total Appropriated		\$79,194.00
--------------------	--	-------------

--- Unappropriated ---

776 Fund Balance		\$78,035.00
------------------	--	-------------

TOTAL FUND BALANCE		\$157,229.00
--------------------	--	--------------

TOTAL LIABILITIES AND FUND EQUITY		\$157,229.00
-----------------------------------	--	--------------

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$79,194.00	\$0.00	\$79,194.00
Revenues	(\$79,194.00)	(\$67,097.00)	(\$12,097.00)
	\$0.00	(\$67,097.00)	\$67,097.00
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$0.00	(\$67,097.00)	\$67,097.00
Less: Adjust for prior year encumbr.	\$0.00	\$0.00	
Budgeted Fund Balance	\$0.00	(\$67,097.00)	\$67,097.00

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 12 Month Period Ending 06/30/2017

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
4m0rep3 Local tax levy	\$79,194.00	\$67,097.00		\$12,097.00
Total Local Sources	\$79,194.00	\$67,097.00		\$12,097.00
TOTAL REVENUE/SOURCES OF FUNDS	\$79,194.00	\$67,097.00		\$12,097.00

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

Debt Service Fund - Fund 47
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 09/30/2017

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- Additional State School Bldg. Aid - Ch. 10 ---				
6m0rsp2	Interest	\$24,194.00	.00	\$24,194.00
6m0rsp2	Redemption of principal	\$55,000.00	.00	\$55,000.00
TOTAL		\$79,194.00	\$0.00	\$79,194.00
=====				
TOTAL USES OF FUNDS BEFORE TRANSFERS		\$79,194.00	\$0.00	\$79,194.00
=====				
*** TOTAL USES OF FUNDS ***		\$79,194.00	\$0.00	\$79,194.00
=====				

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Sewerly City Board of Education
Debt Service Fund - Fund 40

For 12 Month Period Ending 06/30/2017

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

Board Secretary/Administrator

Date

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



REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2017

8B

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ASSETS AND RESOURCES

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

5m0rsp1	Cash in bank		
102-107	Cash and cash equivalents		\$2,252,603.33
116	Capital reserve Account		\$500.00
121	Tax levy receivable		\$181,976.00
	Accounts receivable:		\$2,595,892.00
132	Interfund	\$365,303.23	
141	Intergovernmental - State	\$3,726,962.86	
143	Intergovernmental - Other	\$26,911.00	
			\$4,119,177.09

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

301	Estimated Revenues	\$6,580,225.00	
302	Less Revenues	(\$6,958,333.83)	
			(\$378,108.83)
	Total assets and resources		\$8,772,039.59

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For a Month Period Ending 07/31/2017

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities

\$18,521.00

TOTAL LIABILITIES

\$18,521.00

FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year		\$4,184,823.30
	Reserved fund balance:		
750	Reserved Fund Balance		\$392,738.95
601	Appropriations	\$7,075,091.00	
502	Less : Expenditures	\$95,467.28	
503	Encumbrances	\$4,184,823.30	(\$4,280,290.58)
			<u>\$2,794,800.42</u>

Total Appropriated

\$7,372,362.67

--- Unappropriated ---

770	Unreserved Fund Balance -		\$1,676,021.92
303	Budgeted Fund Balance		(\$494,866.00)

TOTAL FUND BALANCE

\$8,753,518.59

TOTAL LIABILITIES AND FUND EQUITY

\$8,772,039.59

Beverly City Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2017

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$7,075,091.00	\$4,280,290.58	\$2,794,800.42
Revenues	(\$6,580,225.00)	(\$6,958,533.83)	\$378,308.83
	<u>\$494,866.00</u>	<u>(\$2,678,043.25)</u>	<u>\$3,172,909.25</u>
Less: Adjust For prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	<u>\$494,866.00</u>	<u>(\$2,678,043.25)</u>	<u>\$3,172,909.25</u>

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$494,866.00	(\$2,678,043.25)	\$3,172,909.25
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	<u>\$494,866.00</u>	<u>(\$2,678,043.25)</u>	<u>\$3,172,909.25</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 1 Month Period Ending 07/31/2017

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$2,247,921.00	\$2,665,331.83		(\$17,410.83)
3XXX	From State Sources	\$3,732,304.00	\$4,093,002.00		(\$360,698.00)
TOTAL REVENUE/SOURCES OF FUNDS		\$6,580,225.00	\$5,958,333.83		(\$378,108.83)
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,565,590.00	\$731.81	\$1,479,289.58	\$85,568.61
11-2XX-100-XXX	Special Education - Instruction	\$336,648.00	\$13,360.00	\$318,488.00	\$4,800.00
11-230-100-XXX	Basic Skills - Remedial Instruction	\$64,603.00	\$0.00	\$64,603.00	\$0.00
11-240-100-XXX	Bilingual Education - Instruction	\$54,320.00	\$0.00	\$54,320.00	\$0.00
11-401-100-XXX	School-Spon. Occurr. Acti-Instr	\$13,000.00	\$0.00	\$13,000.00	\$0.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$8,500.00	\$0.00	\$8,500.00	\$0.00
11-4XX-100-XXX	Other Insured. Programs - Instruction	\$1.00	\$0.00	\$1.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$1,587,959.00	\$0.00	\$0.00	\$1,587,959.00
11-000-211-XXX	Attendance and Social Work Services	\$32,499.00	\$2,637.89	\$28,861.11	\$2,000.00
11-000-213-XXX	Health Services	\$138,535.00	\$1,006.25	\$135,065.35	\$2,467.40
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$106,273.00	\$0.00	\$106,273.00	\$0.00
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$22,063.00	\$0.00	\$22,063.00	\$0.00
11-000-218-XXX	Guidance	\$19,900.00	\$0.00	\$19,900.00	\$0.00
11-000-219-XXX	Child Study Teams	\$378,587.00	\$4,856.66	\$381,140.34	\$135,580.00
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$205,076.00	\$14,731.00	\$197,747.00	\$2,600.00
11-000-222-XXX	Educational Media Serv/School Library	\$4,500.00	\$0.00	\$0.00	\$4,500.00
11-000-223-XXX	Instructional Staff Training Services	\$9,000.00	\$2,299.00	\$3,000.00	\$3,701.00
11-000-230-XXX	Supp. Serv.-General Administration	\$219,404.00	\$18,167.83	\$147,853.92	\$53,382.25
11-000-240-XXX	Supp. Serv.-School Administration	\$22,450.00	\$1,358.34	\$17,591.66	\$3,500.00
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$202,287.00	\$14,358.80	\$157,793.35	\$30,123.85
11-000-261-XXX	Require Maint. for School Facilities	\$201,000.00	\$0.00	\$7,272.42	\$193,727.58
11-000-262-XXX	Custodial Services	\$377,211.00	\$12,375.75	\$213,173.52	\$151,658.73
11-000-279-XXX	Student Transportation Services	\$428,962.00	\$2,529.24	\$27,524.75	\$398,908.00
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$1,068,382.00	\$4,126.71	\$953,857.29	\$110,399.00
TOTAL GENERAL CURRENT EXPENSE		\$7,059,196.00	\$92,572.28	\$4,184,823.30	\$2,790,800.42
EXPENDITURES/USES OF FUNDS					

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 1 Month Period Ending 07/31/2017

*** EXPENDITURES - cont'd ***

*** CAPITAL OUTLAY ***

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
12-XXX-XXX-73X Equipment	\$4,000.00	\$0.00	\$0.00	\$4,000.00
12-000-4XX-XXY Facilities acquisition & constr. serv.	\$2,895.00	\$2,895.00	.00	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$6,895.00	\$2,895.00	\$0.00	\$4,000.00
TOTAL GENERAL FUND EXPENDITURES	\$7,075,091.00	\$95,467.28	\$4,184,823.30	\$2,794,800.42

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 1 Month Period Ending 07/31/2017

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$2,845,921.00	\$2,845,921.00	.00
1XXX Miscellaneous	\$2,000.00	\$19,410.83	(\$17,410.83)
TOTAL	\$2,847,921.00	\$2,865,331.83	(\$17,410.83)
--- STATE SOURCES ---			
3121 Categorical Transportation Aid		\$6,786.00	(\$6,786.00)
3131 Extraordinary Aid	\$10,000.00	\$10,000.00	.00
3176 Equalization	\$2,420,975.00	\$2,420,975.00	.00
3177 Categorical Security	\$87,320.00	\$87,320.00	.00
3178 Adjustment Aid	\$840,178.00	\$840,178.00	.00
3XXX Other State Aids	\$373,831.00	\$727,743.00	(\$353,912.00)
TOTAL	\$3,732,304.00	\$4,093,002.00	(\$360,698.00)
TOTAL REVENUES/SOURCES OF FUNDS	\$6,580,225.00	\$6,958,333.83	(\$378,108.83)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Haverly City Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$147,663.00	.00	\$147,663.00	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$659,465.00	.00	\$659,465.00	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$357,732.00	.00	\$357,732.00	.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	\$40,000.00	.00	.00	\$40,000.00
11-190-100-340 Purchased Technical Services	\$40,000.00	\$500.00	\$37,500.00	\$2,000.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$40,650.00	\$231.81	\$40,418.19	.00
11-190-100-610 General Supplies	\$78,000.00	.00	\$64,883.39	\$13,116.61
11-190-100-640 Textbooks	\$21,452.00	.00	.00	\$21,452.00
11-190-100-800 Other Objects	\$6,000.00	.00	.00	\$6,000.00
TOTAL	\$1,565,590.00	\$731.81	\$1,479,289.58	\$85,568.61
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$117,291.00	\$9,782.50	\$107,508.50	\$0.00
11-204-100-106 Other Salaries for Instruction	\$35,000.00	\$3,577.50	\$31,422.50	.00
11-204-100-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$153,291.00	\$13,360.00	\$138,931.00	\$1,000.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$179,557.00	\$0.00	\$179,557.00	\$0.00
11-213-100-610 General supplies	\$3,800.00	.00	.00	\$3,800.00
TOTAL	\$183,357.00	\$0.00	\$179,557.00	\$3,800.00
TOTAL SPECIAL ED - INSTRUCTION	\$336,648.00	\$13,360.00	\$318,488.00	\$4,800.00
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$64,603.00	\$0.00	\$64,603.00	\$0.00
TOTAL	\$64,603.00	\$0.00	\$64,603.00	\$0.00
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$54,320.00	\$0.00	\$54,320.00	\$0.00
TOTAL	\$54,320.00	\$0.00	\$54,320.00	\$0.00
--- School spons.coextrricular activities-Instruction ---				
11-401-100-100 Salaries	\$10,000.00	.00	\$10,000.00	.00
11-401-100-500 Purchased Services (300-500 series)	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$13,000.00	\$0.00	\$10,000.00	\$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	.00	.00	\$4,000.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$8,500.00	\$0.00	\$4,500.00	\$4,000.00
--- 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	\$390,434.00	.00	.00	\$390,434.00
11-000-100-562 Tuition to Other LEAs within State Special	\$303,347.00	.00	.00	\$303,347.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$149,808.00	.00	.00	\$149,808.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$585,734.00	.00	.00	\$585,734.00
11-000-100-566 Tuition to Priv Sch for Disbl w/1 State	\$123,171.00	.00	.00	\$123,171.00
11-000-100-568 Tuition - State Facilities	\$35,465.00	.00	.00	\$35,465.00
TOTAL	\$1,587,959.00	\$0.00	\$0.00	\$1,587,959.00
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$21,499.00	\$2,637.89	\$28,961.11	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$23,499.00	\$2,637.89	\$28,961.11	\$2,000.00
--- Health services ---				
11-000-213-100 Salaries	\$75,539.00	\$921.25	\$74,617.75	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$60,000.00	.00	\$60,000.00	.00
11-000-213-600 Supplies and Materials	\$2,500.00	.00	\$447.60	\$2,052.40
11-000-213-800 Other Objects	\$500.00	\$85.00	.00	\$415.00
TOTAL	\$138,539.00	\$1,006.25	\$135,065.35	\$2,467.40
--- Speech, OT,PT & Related Svcs ---				
11-000-215-100 Salaries	\$74,273.00	.00	\$74,273.00	.00
11-000-215-320 Purchased Prof. Ed. Services	\$31,000.00	.00	\$31,000.00	.00
11-000-215-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$106,273.00	\$0.00	\$105,273.00	\$1,000.00
--- Other support services - Students - Extra Svcs				
11-000-217-100 Salaries	\$14,063.00	.00	\$14,063.00	.00
11-000-217-320 Purchased Prof. Ed. Services	\$8,000.00	.00	.00	\$8,000.00
TOTAL	\$22,063.00	\$0.00	\$14,063.00	\$8,000.00
--- Guidance ---				
11-000-219-105 Sal Secr. & Clerical Asst.	\$16,400.00	.00	\$16,400.00	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$3,500.00	.00	.00	\$3,500.00
TOTAL	\$19,900.00	\$0.00	\$16,400.00	\$3,500.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$228,024.00	\$3,044.16	\$217,979.84	\$7,000.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$22,003.00	\$1,842.50	\$20,160.50	.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 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$66,000.00	.00	.00	\$66,000.00
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	\$378,607.00	\$4,866.66	\$238,140.34	\$135,580.00
--- Improv. of Instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$185,978.00	\$13,147.68	\$172,830.32	.00
11-000-221-104 Salaries Other Prof. Staff	\$8,000.00	\$916.66	\$7,083.34	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$2,500.00	.00	\$2,500.00	.00
11-000-221-11X Other Salaries	\$6,000.00	\$666.66	\$5,333.34	.00
11-000-221-600 Supplies and Materials	\$2,600.00	.00	.00	\$2,600.00
TOTAL	\$205,078.00	\$14,731.00	\$187,747.00	\$2,600.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,420.00	.00	.00	\$1,420.00
11-000-222-500 Other Purchased Services (400-500 series)	\$1,500.00	.00	.00	\$1,500.00
11-000-222-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-222-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$4,920.00	\$0.00	\$0.00	\$4,920.00
--- Instructional Staff Training Services ---				
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-223-500 Other Purchased Services (400-500 series)	\$8,000.00	\$2,299.00	\$3,000.00	\$2,701.00
TOTAL	\$9,000.00	\$2,299.00	\$3,000.00	\$3,701.00
--- Support services-general administration ---				
11-000-230-100 Salaries	\$145,404.00	\$9,647.83	\$135,756.17	\$0.00
11-000-230-331 Legal Services	\$27,000.00	.00	.00	\$27,000.00
11-000-230-332 Audit Fees	\$18,000.00	\$5,400.00	\$10,800.00	\$1,800.00
11-000-230-339 Other Purchased Prof. Svc.	\$4,000.00	.00	.00	\$4,000.00
11-000-230-340 Purchased Techn. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-230-530 Communications/Telephone	\$3,000.00	\$750.00	\$312.00	\$1,938.00
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	.00	\$985.75	\$3,014.25
11-000-230-890 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$2,370.00	.00	\$4,630.00
TOTAL	\$219,404.00	\$19,167.83	\$147,853.92	\$53,382.25
--- Support services-school administration ---				
11-000-240-105 Sal Secr. & Clerical Asst.	\$18,450.00	\$858.34	\$17,591.66	.00
11-000-240-600 Supplies and Materials	\$3,500.00	.00	.00	\$3,500.00
11-000-240-800 Other Objects	\$500.00	\$500.00	.00	.00
TOTAL	\$22,450.00	\$1,358.34	\$17,591.66	\$3,500.00
--- Central Services ---				
11-000-251-100 Salaries	\$170,087.00	\$14,154.32	\$155,932.68	.00
11-000-251-340 Purchased Technical Services	\$9,000.00	\$204.48	\$1,089.89	\$7,705.72

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-251-592 Misc Pur Serv (400-50) series)	\$4,000.00	.00	.00	\$4,000.00
11-000-251-600 Supplies and Materials	\$4,000.00	.00	\$775.87	\$3,224.13
11-000-251-89X Other Objects	\$3,200.00	.00	.00	\$3,200.00
TOTAL	\$190,287.00	\$14,358.50	\$157,798.35	\$18,129.65
--- Admin. Info. Technology ---				
11-000-252-340 Purchased Technical Services	\$12,000.00	.00	.00	\$12,000.00
TOTAL	\$12,000.00	\$0.00	\$0.00	\$12,000.00
TOTAL Cent. Svcs. & Admin IT	\$202,287.00	\$14,358.80	\$157,798.35	\$30,129.65
--- Required Maint. for School Facilities ---				
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$165,000.00	.00	\$4,885.00	\$161,114.00
11-000-261-610 General Supplies	\$35,000.00	.00	\$2,386.42	\$32,613.58
TOTAL	\$201,000.00	\$0.00	\$7,272.42	\$193,727.58
--- Custodial Services ---				
11-000-262-1XX Salaries	\$120,954.00	\$9,954.02	\$110,999.98	\$0.00
11-000-262-107 Salaries of Non-Instructional Aids	\$16,457.00	.00	\$16,457.00	.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$25,000.00	\$189.00	\$9,592.27	\$15,218.73
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$43,500.00	\$2,094.72	\$14,115.27	\$27,290.00
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$7,200.00	\$141.00	\$423.00	\$6,636.00
11-000-262-490 Other Purchased Property Svc.	\$4,000.00	.00	\$585.00	\$3,414.00
11-000-262-520 Insurance	\$38,500.00	.00	.00	\$38,500.00
11-000-262-590 Misc. Purchased Services	\$7,000.00	.00	.00	\$7,000.00
11-000-262-610 General Supplies	\$8,000.00	.00	.00	\$8,000.00
11-000-262-621 Energy (Natural Gas)	\$45,000.00	.00	\$13,500.00	\$31,500.00
11-000-262-622 Energy (Electricity)	\$27,500.00	.00	\$47,500.00	\$20,000.00
11-000-262-8XX Other Objects	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$377,211.00	\$12,378.75	\$213,173.52	\$151,658.73
TOTAL Oper & Maint of Plant Services	\$378,211.00	\$12,378.75	\$220,445.94	\$145,386.31
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans (Bet Home & Sch) - Sp Ed	\$15,027.00	\$1,264.62	\$13,762.38	.00
11-000-270-162 Sal Pupil Trans. Other than Bet Home & Sch	\$15,027.00	\$1,264.62	\$13,762.38	.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) - vendors	\$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 (req std) - ESCs	\$92,700.00	.00	.00	\$92,700.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$173,000.00	.00	.00	\$173,000.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$34,709.00	.00	.00	\$34,709.00
TOTAL	\$428,952.00	\$2,529.24	\$27,524.76	\$398,908.00
11-XXX-XXX-210 Group Insurance	\$43,696.00	.00	.00	\$43,696.00
11-XXX-XXX-220 Social Security Contributions	\$70,000.00	\$3,801.71	\$66,198.29	.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$55,423.00	.00	\$55,423.00	\$14.00
11-XXX-XXX-242 Other Retirement Contrib. - 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	\$771,653.00	\$325.00	\$770,650.00	\$588.00
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	.00	.00	\$30,000.00
11-XXX-XXX-290 Other Employee Benefits	\$31,600.00	.00	\$31,600.00	.00
TOTAL	\$1,068,382.00	\$4,125.71	\$953,857.29	\$110,398.00
Total Undistributed Expenditures	\$5,025,534.00	\$78,480.47	\$2,253,621.72	\$2,693,431.81
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$7,068,196.00	\$92,572.28	\$4,184,823.30	\$2,790,800.42
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$7,068,196.00	\$92,572.28	\$4,184,823.30	\$2,790,800.42

Bowery City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undist. Exp. - Non-instructional Services				
12-000-300-730 Non-instructional services	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$4,000.00	\$0.00	\$0.00	\$4,000.00
--- Facilities acquisition and construction services ---				
12-000-400-721 Lease Purchase Agreements - Principal	\$2,895.00	\$2,895.00	.00	.00
Sub Total	\$2,895.00	\$2,895.00	\$0.00	\$0.00
TOTAL	\$2,895.00	\$2,895.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$6,895.00	\$2,895.00	\$0.00	\$4,000.00

Beverly City Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$7,075,091.00	\$95,467.28	\$4,164,823.30	\$2,794,800.42

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

For 1 Month Period Ending 07/31/2017

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-15.10(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

8/31 1:02pm

Page 1

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 1E
Interim Balance Sheet
For 1 Month Period Ending 07/31/2017

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
Haverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 1 Month Period Ending 07/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 1 Month Period Ending 07/31/2017

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 1 Month Period Ending 07/31/2017

*** REVENUES/SOURCES OF FUNDS ***

BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
ESTIMATED	ACTUAL	UNREALIZED	
_____	_____	_____	

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

School Based Budget - FUND 15
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2017

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Beverly City Board of Education
School-Based Budget - Fund 15
Interim Balance Sheet
For 1 Month Period Ending 07/31/2017

=====

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 1 Month Period Ending 07/31/2017

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:25A-16.10(c)3.

Board Secretary/Business Administrator

Date

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

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2017

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank			\$33,063.92
	Accounts receivable:			
141	Intergovernmental - State	\$597,067.10		
142	Intergovernmental - Federal	\$129,735.96		
143	Intergovernmental - Other	\$0.27		
153,154	Other (net of estimated uncollectible of \$____)	(\$0.27)		
				<hr/>
				\$726,803.08

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

301	Estimated Revenues	\$510,468.00		
302	Less Revenues	(\$252,385.00)		
				<hr/>
				\$258,083.00
				<hr/>
	Total assets and resources			\$1,017,950.00
				<hr/> <hr/>

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

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

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year			\$304,523.00
601	Appropriations		\$510,468.00	
603	Encumbrances	\$304,523.00	(\$304,523.00)	
				<u>\$205,945.00</u>
	TOTAL FUND BALANCE			\$510,468.00
	TOTAL LIABILITIES AND FUND EQUITY			<u>\$1,017,950.00</u>

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Special Revenue Fund - Fund 25
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 1 Month Period Ending 07/31/2017

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
3XXX	From State Sources	\$252,385.00	\$252,385.00		.00
4XXX	From Federal Sources	\$258,083.00	.00		\$258,083.00
TOTAL REVENUE/SOURCES OF FUNDS		\$510,468.00	\$252,385.00		\$258,083.00
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
STATE PROJECTS:					
	Preschool Education Aid	\$252,385.00	.00	\$200,923.00	\$51,462.00
TOTAL STATE PROJECTS		\$252,385.00	\$0.00	\$200,923.00	\$51,462.00
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$141,118.00	.00	\$98,000.00	\$43,118.00
	I.D.E.A. Part B (Handicapped)	\$92,623.00	.00	.00	\$92,623.00
	NCLB Title II - Part A/D	\$24,342.00	.00	\$5,600.00	\$18,742.00
TOTAL FEDERAL PROJECTS		\$258,083.00	\$0.00	\$103,600.00	\$154,483.00
*** TOTAL EXPENDITURES ***		\$510,468.00	\$0.00	\$304,523.00	\$205,945.00

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 1 Month Period Ending 07/31/2017

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$252,385.00	\$252,385.00	.00
Total Revenue from State Sources	\$252,385.00	\$252,385.00	\$0.00
--- FEDERAL SOURCES ---			
4411-16 Title I	\$141,118.00	.00	\$141,118.00
4420-29 I.D.E.A. Part B (Handicapped)	\$92,623.00	.00	\$92,623.00
4XXX Other Federal Aids	\$24,342.00	\$0.00	\$24,342.00
Total Revenues from Federal Sources	\$258,083.00	\$0.00	\$258,083.00
TOTAL REVENUES/SOURCES OF FUNDS	\$510,468.00	\$252,385.00	\$258,083.00

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 1 Month Period Ending 07/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$180,441.00	.00	\$180,441.00	.00
20-218-100-105 Other Sal. For Instruction	\$20,482.00	.00	\$20,482.00	.00
TOTAL Instruction	\$200,923.00	\$0.00	\$200,923.00	\$0.00
--- 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	\$252,385.00	\$0.00	\$200,923.00	\$51,462.00
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	\$252,385.00	\$0.00	\$200,923.00	\$51,462.00
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$258,083.00	\$0.00	\$103,600.00	\$154,483.00
TOTAL EXPENDITURE	\$510,468.00	\$0.00	\$304,523.00	\$205,945.00

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

Special Revenue Fund - Fund 20
For 1 Month Period Ending 07/31/2017

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-15.10(c)3.

Board Secretary/Business Administrator

Date

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

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2017

=====

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 1 Month Period Ending 07/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- App 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 1 Month Period Ending 07/31/2017

	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 1 Month Period Ending 07/31/2017

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

Board Secretary/Business Administrator

Date

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

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Beverly City Board of Education
 Debt Service Fund - Fund 10
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2017

ASSETS AND RESOURCES

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

101	Cash in bank		\$145,132.00
-----	--------------	--	--------------

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

301	Estimated Revenues	\$83,094.00	
		<u> </u>	\$83,094.00
	Total assets and resources		<u><u> </u></u> \$228,226.00

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

Debt Service Fund - Fund 40
Interim Balance Sheet
For 1 Month Period Ending 07/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601 Appropriations	\$83,094.00	
		\$83,094.00
Total Appropriated		\$83,094.00
--- Unappropriated ---		
770 Fund Balance		\$145,132.00

TOTAL FUND BALANCE

TOTAL LIABILITIES AND FUND EQUITY

\$228,226.00
\$228,226.00

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$83,094.00	\$0.00	\$83,094.00
Revenues	(\$83,094.00)	\$0.00	(\$83,094.00)
--- 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
 Newbury 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 1 Month Period Ending 07/31/2017

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$83,094.00	.00		\$83,094.00
Total Local Sources	\$83,094.00	\$0.00		\$83,094.00
TOTAL REVENUE/SOURCES OF FUNDS	\$83,094.00	\$0.00		\$83,094.00

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 1 Month Period Ending 07/31/2017

*** EXPENDITURES ***

--- Additional State School Bldg. Aid - Ch. 10 ---

40-703-510-830 Interest

40-703-510-910 Redemption of principal

TOTAL

TOTAL USES OF FUNDS BEFORE TRANSFERS

*** TOTAL USES OF FUNDS ***

	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	\$23,094.00	.00	\$23,094.00
	\$50,000.00	.00	\$50,000.00
TOTAL	\$83,094.00	\$0.00	\$83,094.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$83,094.00	\$0.00	\$83,094.00
*** TOTAL USES OF FUNDS ***	\$83,094.00	\$0.00	\$83,094.00

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Beverly City Board of Education
Debt Service Fund - Fund 40

For 1 Month Period Ending 07/31/2017

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. 5A:23A-16.10(c)3.

Board Secretary/Administrator

Date

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



REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

8C

BEVERLY CITY SCHOOLS
ALL FUNDS

FOR THE MONTH ENDING: JUNE 2017

CASH REPORT					
FUNDS	(1) Beginning Cash Balance REVISED	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance	
GOVERNMENTAL FUNDS					
1	General Fund - Fund 10	2,894,392.92	306,077.76	927,749.07	2,272,721.61
2		0.00			0.00
3	ED JOBS - Fund 18	-			-
4	Special Revenue Fund - Fund 20 (see page 2)	212,538.55		187,117.63	25,420.92
5	Capital Project Fund - Fund 30	16,557.65	1.36	500.00	16,059.01
	Debt Service Fund - Fund 40	130,704.13			130,704.13
6	Total Governmental Funds (Lines 1 thru 5)	3,254,193.25	306,079.12	1,115,366.70	2,444,905.67
ENTERPRISE FUNDS					
7					
10	Food Program Fund - Fund 60	62,706.77	746.45	28,323.95	35,129.27
8					-
9					-
11					-
12					-
	Total Operating Account	3,316,900.02	306,825.57	1,143,690.65	2,480,034.94
TRUST AND AGENCY FUNDS					
13					
14	Payroll	21,795.66	222,770.14	222,770.14	21,795.66
15	Payroll Agency - Fund 90	35,345.70	149,554.18	169,982.45	14,917.43
16	FSA account	2.74			2.74
17					
18	Other - School Activities	8,734.73	0.65	1,657.66	7,077.72
	Total Trust & Agency Funds (Lines 13 thru 15)	65,878.83	372,324.97	394,410.25	43,793.55
19	Total All Funds (Lines 6,12, and 16)	3,382,778.86	679,150.54	1,538,100.90	2,523,828.50

Pablo Canela

Treasurer of School Moneys

9/9/2017

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: JUNE 2017

CASH REPORT					
SPECIAL REVENUE FUND		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements this Month	(4) Ending Cash
1	Local Project	(349,021.95)		57,579.04	(406,600.99)
2	Early Childhood Program Aid	601,207.86			601,207.86
3	Preschool Education Aid	(25,736.33)		28,751.50	(54,487.83)
4	DEPA	10,752.22			10,752.22
	TARA	8,806.06			8,806.06
	Distance Learning Network Aid	3,508.00			3,508.00
	Character Education Aid	3,470.95			3,470.95
	Mentoring Aid	2,058.00			2,058.00
11	Other- State	7,643.00			7,643.00
12	P.L. 103-382 Title I & III	(5,066.70)		43,398.79	(48,465.49)
13	P.L. 103-382 Title II	(35,764.03)		3,731.20	(39,495.23)
14	P.L. 103-382 Title IV	(58,762.10)			(58,762.10)
15	P.L. 103-382 Title V	727.40			727.40
17	I.D.E.A. Part B (Handicapped)	(139,065.19)		39,444.10	(178,509.29)
18	P.L. 101-392 Vocational	-			-
19	P.L. 91-230 Adult Basic Education	-			-
20	Other -	187,781.36			187,781.36
		-			-
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1)	212,538.55	-	172,904.63	39,633.92

Form A - 149

Bank Reconciliation

Bank Name		Beneficial		Prepared by	
Account number		General operating Acct		Date:	
Statement Date		June 30, 2017			
Fund/Funds		10,,20,40,			
1 Balance per Bank				2,973,738.66	
Reconciling Items					
Additions					
Deposits in transit					
		Date	Amount		
2a					
2b					
2c					
2d	Total D.I.T.'s				
2	Misc		2,349.07		
3	Total Additions			2,349.07	
Deductions					
Outstanding Checks					
(attached list)					
4			512,111.80		
5	Other (explain)		-		
6	Total Deductions			512,111.80	
7	Net Reconciling Items				(509,762.73)
8 Adjusted Balance per Bank As of				June 30, 2017	2,463,975.93
9 Balance per Board Secretary's Records As of				6/30/2017	** 2,105,913.17
Reconciling Items:					
Additions					
10	Interest Earned		-		
11	Other (Explain)			Pending journal entries	
12	Total Additions			-	
Deductions					
13	Bank Charges				
14	Other (Explain)		(358,062.76)	Pending journal entries	
15	Total deductions			(358,062.76)	
16	Net Reconciling items				358,062.76
17 Adjusted Board Secretary's Balance As of				June 30, 2017	2,463,975.93
* Line 8 MUST EQUAL line 17.					
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report					
Page 3a					

Form A - 149

Bank Reconciliation

Bank Name		Beneficial		Prepared by		
Account number		REFERENDUM ACCT		Date:		
Statement Date		June 30, 2017				
Fund/Funds		FUND 30				
1	Balance per Bank				16,559.01	
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)		500.00			
5	Other (explain)		-			
6	Total Deductions					
7	Net Reconciling Items					
				500.00		
					(500.00)	
8	Adjusted Balance per Bank As of				June 30, 2017	16,059.01
9	Balance per Board Secretary's Records As of				6/30/2017	** (233,861.56)
Reconciling Items:						
Additions						
10	Interest Earned		-			
11	Other (Explain)		249,920.57	Pending journal entries		
12	Total Additions					
Deductions						
13	Bank Charges					
14	Other (Explain)		Pending journal entries			
15	Total deductions					
16	Net Reconciling items					
				-		
					249,920.57	
17	Adjusted Board Secretary's Balance As of				June 30, 2017	16,059.01
* Line 8 MUST EQUAL line 17.					0.00	
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report						
Page 3a.1						

Form A - 149

Bank Reconciliation

Bank Name		Beneficial		Prepared by		
Account number		2400000357		Date:		
Statement Date		June 30, 2017				
Fund/Funds		Net Payroll				
1	Balance per Bank				37,626.91	
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)		15,831.25			
5	Other (explain)					
6	Total Deductions			15,831.25		
7	Net Reconciling Items				(15,831.25)	
8	Adjusted Balance per Bank As of			June 30, 2017	21,795.66	
9	Balance per Board Secretary's Records As of				**	-
Reconciling Items:						
Additions						
10	Interest Earned					
11	Other (Explain)					
12	Total Additions			-		
Deductions						
13	Bank Charges					
14	Other (Explain)					
15	Total deductions			-		
16	Net Reconciling items				-	
17	Adjusted Board Secretary's Balance As of				*	-
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>						
Page 3c						

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	6101433275	Date:
Statement Date	June 30, 2017	
Fund/Funds	Payroll Agency (90)	

1	Balance per Bank				27,938.90
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date				
	Amount				
2a					
2b					
2c					
2d					
2	MISC	-	-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(attached list)	13,021.47			
5	Other (prior period voids)	-			
6	Total Deductions			13,021.47	
7	Net Reconciling Items				(13,021.47)
8	Adjusted Balance per Bank As of		June 30, 2017		14,917.43

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	June 30, 2017	
Fund/Funds	School Activities	

1	Balance per Bank				7,077.72
	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	June 30, 2017			7,077.72

See Page 3d for Summary

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

* Line 8 MUST EQUAL line 17.

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

Form A - 149

Bank Reconciliation

Bank Name	Beneficial		Prepared by
Account number	9500064390		Date:
Statement Date	June 30, 2017		
Fund/Funds	FSA account		

1	Balance per Bank		2.74
	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	June 30, 2017	2.74
See Page 3d for Summary			
9	Balance per Board Secretary's Records As of		**
	Reconciling Items:		
	Additions		
10	Interest Earned		
11	Other (Explain)		
12	Total Additions		-
	Deductions		
13	Bank Charges		
14	Other (Explain)		
15	Total deductions		-
16	Net Reconciling items		-
17	Adjusted Board Secretary's Balance As of		*

* Line 8 MUST EQUAL line 17.

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

Page 3h-f

BEVERLY CITY SCHOOLS
ANALYSIS OF RECONCILING ITEMS
As of 6-30-2017

FUND-10

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

1,892,584.98

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-16	114,209.46
July - June serv charges	(3,963.68)
Payroll posting/transfers	4,857.90
7-19-16 Wire not posted	(4,938.06)
9-2-16 wire not posted	(12,096.88)
3-1-17 wire not posted	(12,096.88)
3-1-17 wire not posted	(55,000.00)
Interfund July- Dec fund 30 payrolls	1,318.20
3-23-17 transferred to fund 30 payrolls	(66,485.43)
BCSSD and Nj comm blind	413,832.00
fund 30 acct check	500.00

380,136.63

cash per Treasurer school monies report

2,272,721.61

FUND 20	20		
cash per Board Secretary's Report		-	<u>33,063.92</u>
NEEDED GENERAL LEDGER ADJUSTMENTS:			
ADJ-YTDRec- to be revesed it s/b def revenue		(7,643.00)	
			<u>(7,643.00)</u>
cash per Treasurer school monies report			25,420.92

FUND 30

cash per Board Secretary's Report

(233,861.56)

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-16

183,917.68

Due to current fund -payroll charges

Due to current fund disb adj

trnsfer from general fund

66,485.43

fund 30 acct check

(500.00)

Interest

17.46

249,920.57

cash per Treasurer school monies report

16,059.01

FUND 40

cash per Board Secretary's Report

145,132.00

NEEDED GENERAL LEDGER ADJUSTMENTS:

debt servi payment no recored

(14,427.87)

(14,427.87)

cash per Treasurer school monies report

130,704.13

MISC

FUND 60

cash per Balance Sheet.

35,132.27

NEEDED GENERAL LEDGER ADJUSTMENTS:

misc adj

(3.00)

(3.00)

cash per Treasurer school monies report

35,129.27

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

6/30/2017

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

OPERATING ACCOUNT

PAGE 1

16502	34.65	22547	213.58	22587	2,585.00
17961	867.83	22553	485.00	22588	2,607.85
18116	1,605.20	22557	295.00	22589	3,714.69
18815	7.50	22558	369.27	22590	358.55
18870	180.00	22559	1,443.13	22591	4,095.71
19035	600.00	22560	3,768.75	22592	925.00
19086	437.50	22561	279.99	22593	769.89
19652	12.40	22562	4,683.43	22594	4,869.37
19653	14.20	22563	4,497.31	22595	265.00
		22564	436.00	22596	11,720.00
21136	391.68	22565	29.00	22597	1,530.00
21843		22566	395.00	22598	30,866.00
21845	32,981.00	22567	960.52	22599	493.88
		22568	1,035.00	22600	478.06
22440	70.51	22569	272.50	22601	91.43
		22570	1,517.81	22602	2,685.00
22498	650.00	22571	18,411.69	22603	600.00
22499	303.00	22572	52.96	22604	3,548.00
22500	695.93	22573	3,441.24	22605	36,399.00
22505	700.00	22574	2,113.00	22606	9,450.00
22507	225.00	22575	31.48	22607	142.00
22511	1,468.24	22576	46,510.28	22608	2,640.00
22514	500.00	22577	494.00	22609	2,353.44
22526	1,501.00	22578	5,800.64	22610	2,880.83
22529	2,615.00	22579	2,946.95	22611	183.32
22530	350.26	22580	2,049.30	22612	2,471.14
22531	500.00	22581	1,093.13	22613	23,975.40
22533	1,521.52	22582	790.00	22632	1,865.60
22536	495.00	22583	176,142.47	22633	3,438.41
22540	3,100.00	22584	681.38		
22545	14,952.00	22585	5,600.00		
		22586	490.00		
	<u>66,779.42</u>		<u>287,329.81</u>		<u>158,002.57</u>

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

6/30/2017

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

-

TOTAL OPERATING ACCT OS 512,111.80

BEG BAL OS CKS	38,382.47
ISSUED	648,476.82
CASHED	(174,747.49)
void	
	<u>512,111.80</u>

-

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

6/30/2017

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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NET PAYROLL ACCOUNT

202822	182.23	215872	2,466.90
205215	167.61	215874	1,640.20
		215876	2,284.16
		215881	
206123	984.06	215889	357.24
206225	539.01	215890	85.80
207363	128.39	215906	863.75
209414	1,470.75	215908	2,432.85
211739	85.80	215915	170.71
		215936	933.54
212824	5.27	215940	154.26
214204	87.25		
214205	198.20		
215397			
215768	172.23		
215795	85.80		
215818	79.21		
215846	256.03		
215859			

<u>4,441.84</u>	<u>11,389.41</u>	<u>-</u>
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TOTAL O/S CHECKS -PAYROLL ACCT

15,831.25

BEG BAL OS CKS

	5,781.26
ISSUED	90,407.22
CASHED	(80,357.23)

15,831.25

void in prev month

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

6/30/2017

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

PAYROLL AGENCY

10539	14.20				
11386	545.00				
11387	283.16				
11388	4,020.00				
11390	275.00				
11391	975.00				
11392	4,280.52				
11393	355.34				
11394	1,948.25				
11395	325.00				

13,021.47

BEG BAL OS CKS	24,085.32
ISSUED	31,387.27
CASHED	(42,451.12)
void	
	<u>13,021.47</u>

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

6/30/2017

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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FUND 30 REFERENDUM ACCOUNT

18	500.00				
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500.00

BEG BAL OS CKS	-
ISSUED	500.00
CASHED	-
void	-
	<u>500.00</u>

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
ALL FUNDS

8D

FOR THE MONTH ENDING: JULY 2017

CASH REPORT					
FUNDS	(1) Beginning Cash Balance REVISED	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance	
GOVERNMENTAL FUNDS					
1	General Fund - Fund 10	2,272,721.61	639,207.35	102,656.04	2,809,272.92
2		0.00			0.00
3	ED JOBS - Fund 18	-			-
4	Special Revenue Fund - Fund 20 (see page 2)	25,420.92			25,420.92
5	Capital Project Fund - Fund 30	16,059.01	1.41		16,060.42
6	Debt Service Fund - Fund 40	130,704.13			130,704.13
	Total Governmental Funds (Lines 1 thru 5)	2,444,905.67	639,208.76	102,656.04	2,981,458.39
ENTERPRISE FUNDS					
7					
10	Food Program Fund - Fund 60	35,129.27			35,129.27
8					-
9					-
11					-
12					-
	Total Operating Account	2,480,034.94	639,208.76	102,656.04	3,016,587.66
TRUST AND AGENCY FUNDS					
13					
14	Payroll	21,795.66	53,012.92	53,012.92	21,795.66
15	Payroll Agency - Fund 90	14,917.43	31,327.95	35,418.73	10,826.65
16	FSA account	2.74	325.00	50.00	277.74
17					
18	Other - School Activities	7,077.72	0.58		7,078.30
	Total Trust & Agency Funds (Lines 13 thru 15)	43,793.55	84,666.45	88,481.65	39,978.35
19	Total All Funds (Lines 6,12, and 16)	2,523,828.49	723,875.21	191,137.69	3,056,566.01

Pablo Canela

Treasurer of School Moneys

9/9/2017

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

BEVERLY CITY SCHOOLS
SPECIAL REVENUE FUND

FOR THE MONTH ENDING: JULY 2017

CASH REPORT					
SPECIAL REVENUE FUND		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements this Month	(4) Ending Cash
1	Local Project	(406,600.99)			(406,600.99)
2	Early Childhood Program Aid	601,207.86			601,207.86
3	Preschool Education Aid	(54,487.83)			(54,487.83)
4	DEPA	10,752.22			10,752.22
	TARA	8,806.06			8,806.06
	Distance Learning Network Aid	3,508.00			3,508.00
	Character Education Aid	3,470.95			3,470.95
	Mentoring Aid	2,058.00			2,058.00
11	Other- State	7,643.00			7,643.00
12	P.L. 103-382 Title I & III	(48,465.49)			(48,465.49)
13	P.L. 103-382 Title II	(39,495.23)			(39,495.23)
14	P.L. 103-382 Title IV	(58,762.10)			(58,762.10)
15	P.L. 103-382 Title V	727.40			727.40
17	I.D.E.A. Part B (Handicapped)	(178,509.29)			(178,509.29)
18	P.L. 101-392 Vocational	-			-
19	P.L. 91-230 Adult Basic Education	-			-
20	Other -	187,781.36			187,781.36
		-			-
21	Total Special Revenues (Line 1 thru 20) (Must agree with line 3, page 1)	39,633.92	-	-	39,633.92

Form A - 149

Bank Reconciliation

Bank Name	Beneficial		Prepared by
Account number	General operating Acct		Date:
Statement Date	July 31, 2017		
Fund/Funds	10,,20,40,		
1	Balance per Bank		3,336,789.37
Reconciling Items			
Additions			
Deposits in transit			
	Date	Amount	
2a			
2b			
2c			
2d	Total D.I.T.'s		
2	Misc	2,349.07	
3	Total Additions		2,349.07
Deductions			
Outstanding Checks			
4	(attached list)	338,611.20	
5	Other (explain)	-	
6	Total Deductions		338,611.20
7	Net Reconciling Items		(336,262.13)
8	Adjusted Balance per Bank As of		July 31, 2017 3,000,527.24
9	Balance per Board Secretary's Records As of		7/31/2017 ** 2,647,907.52
Reconciling Items:			
Additions			
10	Interest Earned		-
11	Other (Explain)		Pending journal entries
12	Total Additions		-
Deductions			
13	Bank Charges		
14	Other (Explain)		(352,619.72) Pending journal entries
15	Total deductions		(352,619.72)
16	Net Reconciling items		352,619.72
17	Adjusted Board Secretary's Balance As of		July 31, 2017 3,000,527.24
* Line 8 MUST EQUAL line 17.			
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			
Page 3a			

Form A - 149

Bank Reconciliation

Bank Name	Beneficial		Prepared by
Account number	REFERENDUM ACCT		Date:
Statement Date	July 31, 2017		
Fund/Funds	FUND 30		
1	Balance per Bank		16,060.42
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		July 31, 2017 16,060.42
9	Balance per Board Secretary's Records As of		7/31/2017 ** (233,861.56)
Reconciling Items:			
Additions			
10	Interest Earned		-
11	Other (Explain)		249,921.98 Pending journal entries
12	Total Additions		249,921.98
Deductions			
13	Bank Charges		
14	Other (Explain)		Pending journal entries
15	Total deductions		-
16	Net Reconciling items		249,921.98
17	Adjusted Board Secretary's Balance As of		July 31, 2017 16,060.42
* Line 8 MUST EQUAL line 17.			
** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report			
Page 3a.1			

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	2400000357	Date:
Statement Date	July 31, 2017	
Fund/Funds	Net Payroll	

1	Balance per Bank				27,979.63
	Reconciling Items				
	Additions				
	Deposits in transit				
	Date				
	Amount				
2a					
2b					
2c	Misc				
2d	Misc				
2	Misc		-		
3	Total Additions			-	
	Deductions				
	Outstanding Checks				
4	(attached list)	6,183.97			
5	Other (explain)				
6	Total Deductions			6,183.97	
7	Net Reconciling Items				(6,183.97)
8	Adjusted Balance per Bank As of		July 31, 2017		21,795.66

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

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

Form A - 149

Bank Reconciliation

Bank Name	Beneficial		Prepared by
Account number	6101433275		Date:
Statement Date	July 31, 2017		
Fund/Funds	Payroll Agency (90)		
1	Balance per Bank		13,217.20
Reconciling Items			
Additions			
Deposits in transit			
	Date	Amount	
2a			
2b			
2c			
2d			
2	MISC	-	-
3	Total Additions		-
Deductions			
Outstanding Checks			
4	(attached list)	2,390.55	
5	Other (prior period voids)	-	
6	Total Deductions		2,390.55
7	Net Reconciling Items		(2,390.55)
8	Adjusted Balance per Bank As of		July 31, 2017 10,826.65
9	Balance per Board Secretary's Records As of		**
Reconciling Items:			
Additions			
10	Interest Earned		
11	Other (Explain)		
12	Total Additions		-
Deductions			
13	Bank Charges		
14	Other (Explain)		
15	Total deductions		-
16	Net Reconciling items		-
17	Adjusted Board Secretary's Balance As of		* -
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report</p>			
Page 3d			

Form A - 149

Bank Reconciliation

Bank Name	Beneficial	Prepared by
Account number	2400000340	Date:
Statement Date	July 31, 2017	
Fund/Funds	School Activities	

1	Balance per Bank				7,078.30
	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		July 31, 2017		7,078.30

See Page 3d for Summary

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

* Line 8 MUST EQUAL line 17.

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

Form A - 149

Bank Reconciliation

Bank Name	Beneficial		Prepared by
Account number	9500064390		Date:
Statement Date	July 31, 2017		
Fund/Funds	FSA account		

1	Balance per Bank		277.74
	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	July 31, 2017	277.74
See Page 3d for Summary			
9	Balance per Board Secretary's Records As of		**
	Reconciling Items:		
	Additions		
10	Interest Earned		
11	Other (Explain)		
12	Total Additions		-
	Deductions		
13	Bank Charges		
14	Other (Explain)		
15	Total deductions		-
16	Net Reconciling items		-
17	Adjusted Board Secretary's Balance As of		*

* Line 8 MUST EQUAL line 17.

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

Page 3h-f

BEVERLY CITY SCHOOLS
ANALYSIS OF RECONCILING ITEMS
As of 7-31-2017

FUND-10

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

2,434,579.33

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-16	380,136.63
July - June serv charges	(330.15)
Payroll posting/transfers	(135.69)
7-5-17 wire not posted	(4,977.20)

Interfund July- Dec fund 30 payrolls
3-23-17 transferred to fund 30 payrolls
BCSSD and Nj comm blind
fund 30 acct check

374,693.59

cash per Treasurer school monies report

2,809,272.92

FUND 20	20		
cash per Board Secretary's Report		-	<u>33,063.92</u>
NEEDED GENERAL LEDGER ADJUSTMENTS:			
ADJ-YTDRec- to be revesed it s/b def revenue		(7,643.00)	
			<u>(7,643.00)</u>
cash per Treasurer school monies report			25,420.92

FUND 30

cash per Board Secretary's Report

(233,861.56)

NEEDED GENERAL LEDGER ADJUSTMENTS:

Prior year diff 6-30-16

249,920.57

Due to current fund -payroll charges

Due to current fund disb adj

trnsfer from general fund

fund 30 acct check

Interest

1.41

249,921.98

cash per Treasurer school monies report

16,060.42

FUND 40

cash per Board Secretary's Report

145,132.00

NEEDED GENERAL LEDGER ADJUSTMENTS:

debt servi payment no recored

(14,427.87)

(14,427.87)

cash per Treasurer school monies report

130,704.13

MISC

FUND 60

cash per Balance Sheet.

35,132.27

NEEDED GENERAL LEDGER ADJUSTMENTS:

misc adj

(3.00)

(3.00)

cash per Treasurer school monies report

35,129.27

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

7/31/2017

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

OPERATING ACCOUNT

PAGE 1

16502	34.65				
17961	867.83	22608	2,640.00		
18116	1,605.20				
18815	7.50	22616	231.81		
18870	180.00	22618	2,895.00		
19035	600.00	22621	1,550.00		
19086	437.50	22622	820.00		
19652	12.40	22624	500.00		
19653	14.20	22629	559.73		
		22630	141.00		
21136	391.68				
21843		22632	1,865.60		
21845	32,981.00	22633	3,438.41		
22440	70.51				
22561	279.99				
22564	436.00				
22566	395.00				
22569	272.50				
22576	46,510.28				
22577	494.00				
22578	5,800.64				
22580	2,049.30				
22583	176,142.47				
22592	925.00				
22595	265.00				
22596	11,720.00				
22597	1,530.00				
22604	3,548.00				
22605	36,399.00				

323,969.65

14,641.55

-

OPERATING ACCOUNT

PAGE 2

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

7/31/2017

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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TOTAL OPERATING ACCT OS	<u>338,611.20</u>
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BEG BAL OS CKS	512,111.80
ISSUED	17,985.02
CASHED	(191,485.62)
void	
	<u>338,611.20</u>

-

BEVERLY CITY SCHOOLS
 OUSTANDING CHECK LIST

7/31/2017

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

202822	182.23	215872	
205215	167.61	215874	1,640.20
		215876	
		215881	
206123	984.06	215889	
206225	539.01	215890	
207363	128.39	215906	
209414	1,470.75	215908	
211739	85.80	215915	
		215936	
212824	5.27	215940	
214204	87.25		
214205	198.20		

215965	431.94
215993	263.26

<u>4,543.77</u>	<u>1,640.20</u>	<u>-</u>
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TOTAL O/S CHECKS -PAYROLL ACCT	<u><u>6,183.97</u></u>
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BEG BAL OS CKS	15,831.25
ISSUED	6,038.52
CASHED	(15,685.80)
	<u><u>6,183.97</u></u>

void in prev month

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

7/31/2017

CHECK #	AMOUNT	CHECK #	AMOUNT	CHECK #	AMOUNT
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PAYROLL AGENCY

10539	14.20				
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11398	700.00				
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11399	1,291.90				
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11400	384.45				
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2,390.55

BEG BAL OS CKS	13,021.47
ISSUED	3,151.35
CASHED	(13,782.27)
void	
	<u>2,390.55</u>

BEVERLY CITY SCHOOLS
OUTSTANDING CHECK LIST

7/31/2017

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

18

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BEG BAL OS CKS	500.00
ISSUED	
CASHED	(500.00)
void	
	=====
	-
	=====

Beverly City Board of Education Monthly Transfer Report

8E

ve_s1701
06/30/2017

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnuos Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX	1,554,319.00	0.00	1,554,319.00	155,431.90	(154,940.00)	-9.97	491.90	119,927.03
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
	18-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	572,571.00	0.00	572,571.00	57,257.10	163,752.00	28.60	221,009.10	37,089.27
	1X-000-216-XXX								
	1X-000-217-XXX								
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX	18,500.00	0.00	18,500.00	1,850.00	1.00	0.01	1,851.00	6,112.67
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
	15-4XX-200-XXX								
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		2,145,390.00	0.00	2,145,390.00					163,128.97
Tuition	11-000-100-XXX	1,570,160.00	0.00	1,570,160.00	157,016.00	(156,768.00)	-9.98	248.00	332,076.37
	16-000-100-XXX								
	17-000-100-XXX								
	18-000-100-XXX								
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX	493,795.00	0.00	493,795.00	49,379.50	(38,950.00)	-7.89	10,429.50	25,619.21
	1X-000-213-XXX								
	1X-000-218-XXX								
	1X-000-219-XXX								
	1X-000-222-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX	210,274.00	0.00	210,274.00	21,027.40	23,900.00	11.37	44,927.40	8,989.56
	1X-000-223-XXX								
General Administration	1X-000-230-XXX	216,861.00	0.00	216,861.00	21,686.10	1,850.00	0.85	23,536.10	27,831.36
School Administration	1X-000-240-XXX	20,001.00	0.00	20,001.00	2,000.10	2,000.00	10.00	4,000.10	1,940.96
Central Services & Administrative Information Technology	1X-000-25X-XXX	200,577.00	0.00	200,577.00	20,057.70	20,000.00	9.97	40,057.70	30,994.64
Operation and Maintenance of Plant Services	1X-000-26X-XXX	501,942.00	0.00	501,942.00	50,194.20	130,200.00	25.94	180,394.20	10,600.13
Student Transportation Services	1X-000-270-XXX	480,519.00	0.00	480,519.00	48,051.90	(48,000.00)	-9.99	51.90	176,855.02

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

Selected Cycle : June

va_exaa1 082406
06/30/2017

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance	
Current Appropriation Adjustments									
11-000-211-105-	ATTEND SVCS- CLER SAL	bt - june	000033	06/21/2017	BSAVAGE	\$27,985.00	\$1,460.00	\$29,445.00	
		bt - june	000036	06/30/2017	BSAVAGE	\$29,285.00	\$1,100.00	\$30,385.00	
			Total For Account # 11-000-211-105-						\$2,500.00
11-000-211-320-	ATTENDANCE SVCS- PRCH SV	bt - june	000036	06/30/2017	BSAVAGE	\$1,700.00	\$1,500.00	\$3,200.00	
11-000-213-105-	HEALTH SVCS- CLER SAL	bt - june	000036	06/30/2017	BSAVAGE	\$10,734.00	\$1.00	\$10,734.00	
11-000-213-300-	HEALTH PURCHASED PROFIED	bt - june	000033	06/21/2017	BSAVAGE	\$76,400.00	(\$3,450.00)	\$72,950.00	
		bt - june	000036	06/30/2017	BSAVAGE	\$72,950.00	(\$2,951.00)	\$69,999.00	
			Total For Account # 11-000-213-300-						(\$6,401.00)
11-000-213-610-	HEALTH SUPPLIES	bt - june	000033	06/21/2017	BSAVAGE	\$1,000.00	\$845.00	\$1,845.00	
11-000-219-104-	CST SALARIES	bt june	000034	06/21/2017	BSAVAGE	\$204,195.00	(\$21,900.00)	\$182,295.00	
		bt - june	000037	06/30/2017	BSAVAGE	\$182,295.00	(\$95.00)	\$182,200.00	
			Total For Account # 11-000-219-104-						(\$21,995.00)
11-000-219-104-01	CST EVALUATIONS	bt - june	000036	06/30/2017	BSAVAGE	\$7,000.00	(\$6,000.00)	\$1,000.00	
		bt - june	000037	06/30/2017	BSAVAGE	\$1,000.00	\$35.00	\$1,035.00	
			Total For Account # 11-000-219-104-01						(\$5,965.00)
11-000-219-105-	CST SECY/CLER SALARIES	bt - june	000036	06/30/2017	BSAVAGE	\$21,466.00	\$1,350.00	\$22,816.00	
11-000-219-320-	CST PROFIED SVS	bt - june	000033	06/21/2017	BSAVAGE	\$30,000.00	\$1,200.00	\$31,200.00	
11-000-219-390-	CST PURCH PRF/TECH SVC	bt - june	000036	06/30/2017	BSAVAGE	\$4,900.00	(\$1,450.00)	\$3,450.00	
11-000-221-104-	CURR/INSTR PROF SALARIES	bt - june	000036	06/30/2017	BSAVAGE	\$3,000.00	\$100.00	\$3,100.00	
11-000-221-105-	CURR/INSTR SECY/CLER SAL	bt - june	000033	06/21/2017	BSAVAGE	\$2,500.00	\$35.00	\$2,535.00	
		bt - june	000036	06/30/2017	BSAVAGE	\$2,535.00	\$150.00	\$2,685.00	
			Total For Account # 11-000-221-105-						\$185.00
11-000-221-390-	CI PURCH PROF/TECH SVS	bt - june	000033	06/21/2017	BSAVAGE	\$8,600.00	(\$35.00)	\$8,565.00	
11-000-221-610-	CI SUPPLIES	bt - june	000036	06/30/2017	BSAVAGE	\$100.00	(\$100.00)	\$0.00	
11-000-223-390-	TRAINING PCH/PRO TECH SV	bt - june	000036	06/30/2017	BSAVAGE	\$500.00	(\$150.00)	\$350.00	
11-000-230-105-	GENERAL ADMIN- CLER SAL	bt - june	000033	06/21/2017	BSAVAGE	\$13,501.00	\$500.00	\$14,001.00	
		bt - june	000036	06/30/2017	BSAVAGE	\$14,001.00	\$650.00	\$14,651.00	
			Total For Account # 11-000-230-105-						\$1,150.00
11-000-230-331-	GEN ADMIN-LEGAL SVC	bt - june	000036	06/30/2017	BSAVAGE	\$46,600.00	(\$15,900.00)	\$30,700.00	
		bt june	000043	06/30/2017	BSAVAGE	\$30,700.00	(\$4,800.00)	\$26,200.00	
			Total For Account # 11-000-230-331-						(\$20,400.00)

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

va_exaa1 082406
06/30/2017

Selected Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-230-339-	GENERAL ADMIN PURCH PROF	bt - june	000037	06/30/2017	BSAVAGE	\$3,700.00	(\$1,000.00)	\$2,700.00
11-000-230-340-	GEN ADMIN PURCH PRF/TECH	bt - june	000033	06/21/2017	BSAVAGE	\$2,000.00	(\$1,075.00)	\$925.00
		bt - june	000037	06/30/2017	BSAVAGE	\$925.00	(\$30.00)	\$895.00
			Total For Account # 11-000-230-340-				(\$1,105.00)	
11-000-230-530-	TELEPHONE POSTAGE	bt - june	000037	06/30/2017	BSAVAGE	\$3,000.00	\$30.00	\$3,030.00
11-000-230-590-	GEN AD ADVERTISEMENT	bt - june	000033	06/21/2017	BSAVAGE	\$5,000.00	\$575.00	\$5,575.00
		bt - june	000037	06/30/2017	BSAVAGE	\$5,575.00	\$1,000.00	\$6,575.00
			Total For Account # 11-000-230-590-				\$1,575.00	
11-000-240-105-	SCH ADMIN SEC/CLEER SAL	bt - june	000033	06/21/2017	BSAVAGE	\$16,001.00	\$450.00	\$16,451.00
		bt - june	000036	06/30/2017	BSAVAGE	\$16,451.00	\$750.00	\$17,201.00
			Total For Account # 11-000-240-105-				\$1,200.00	
11-000-240-610-	SCHOOL ADMIN-SUPPLIES	bt - june	000033	06/21/2017	BSAVAGE	\$5,500.00	(\$450.00)	\$5,050.00
		bt - june	000036	06/30/2017	BSAVAGE	\$5,050.00	(\$750.00)	\$4,300.00
			Total For Account # 11-000-240-610-				(\$1,200.00)	
11-000-251-340-	BUS OFF PURCH TECH SERV	bt - june	000033	06/21/2017	BSAVAGE	\$9,000.00	(\$3,375.00)	\$5,625.00
11-000-251-610-	BUSINESS SUPPLIES	bt - june	000033	06/21/2017	BSAVAGE	\$4,000.00	\$375.00	\$4,375.00
		bt - june	000036	06/30/2017	BSAVAGE	\$4,375.00	\$150.00	\$4,525.00
			Total For Account # 11-000-251-610-				\$525.00	
11-000-251-890-	BUS OFC MISC EXPENSES	bt - june	000036	06/30/2017	BSAVAGE	\$3,200.00	(\$150.00)	\$3,050.00
11-000-252-340-	AIT PUR TECH SERV	bt - june	000033	06/21/2017	BSAVAGE	\$12,000.00	\$3,000.00	\$15,000.00
11-000-261-420-	MAINT CLEANING/REPAIRS	bt - june	000036	06/30/2017	BSAVAGE	\$28,000.00	\$1,000.00	\$29,000.00
11-000-261-610-	MAINT SUPPLIES	bt - june	000033	06/21/2017	BSAVAGE	\$36,400.00	\$3,500.00	\$39,900.00
		bt - june	000037	06/30/2017	BSAVAGE	\$39,900.00	\$1,000.00	\$40,900.00
			Total For Account # 11-000-261-610-				\$4,500.00	
11-000-262-107-	CAFETERIA AIDES	bt - june	000037	06/30/2017	BSAVAGE	\$16,152.00	(\$7,700.00)	\$8,452.00
11-000-262-110-	OPER/CUST SALARIES	bt - june	000037	06/30/2017	BSAVAGE	\$95,190.00	(\$5,900.00)	\$89,290.00
11-000-262-110-OT	OPER/CUSTODIAL OT	bt - june	000035	06/21/2017	BSAVAGE	\$27,050.00	\$1,200.00	\$28,250.00
		bt - june	000036	06/30/2017	BSAVAGE	\$28,250.00	\$1,500.00	\$29,750.00
			Total For Account # 11-000-262-110-OT				\$2,700.00	
11-000-262-300-	OPER PURCH PROF/TECH SVS	bt - june	000033	06/21/2017	BSAVAGE	\$37,750.00	\$900.00	\$38,650.00
		bt - june	000036	06/30/2017	BSAVAGE	\$38,650.00	\$100.00	\$38,750.00
			Total For Account # 11-000-262-300-				\$1,000.00	

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

va_exaa1 082406
06/30/2017

Selected Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-262-420-	OPER CONTRACT SERVICES	bt - june	000033	06/21/2017	BSAVAGE	\$109,500.00	\$1,000.00	\$110,500.00
		bt june	000038	06/30/2017	BSAVAGE	\$110,500.00	\$13,077.00	\$120,577.00
		bt june	000039	06/30/2017	BSAVAGE	\$120,577.00	\$93,000.00	\$213,577.00
		bt june	000040	06/30/2017	BSAVAGE	\$213,577.00	\$73,500.00	\$287,077.00
		bt june	000042	06/30/2017	BSAVAGE	\$287,077.00	\$2,100.00	\$289,177.00
			Total For Account # 11-000-262-420-				\$179,077.00	
11-000-262-441-	OPER RENTALS	bt june	000035	06/21/2017	BSAVAGE	\$5,000.00	(\$1,316.00)	\$4,684.00
		bt - june	000036	06/30/2017	BSAVAGE	\$4,800.00	(\$2,300.00)	\$2,500.00
		bt june	000038	06/30/2017	BSAVAGE	\$2,200.00	(\$1,777.00)	\$423.00
			Total For Account # 11-000-262-441-				(\$5,577.00)	
11-000-262-490-	OTHPURPROP WATERSEWER	bt june	000038	06/30/2017	BSAVAGE	\$4,000.00	(\$2,300.00)	\$1,700.00
11-000-262-520-	OPER PROPERTY INS	bt - june	000037	06/30/2017	BSAVAGE	\$13,500.00	\$17,500.00	\$31,000.00
11-000-262-590-	OPER MISC PURCHASE	bt - june	000037	06/30/2017	BSAVAGE	\$7,000.00	(\$3,500.00)	\$3,500.00
11-000-262-621-	OPER ENERGY - GAS	bt june	000038	06/30/2017	BSAVAGE	\$16,000.00	(\$4,500.00)	\$11,500.00
		bt june	000043	06/30/2017	BSAVAGE	\$11,500.00	\$4,500.00	\$16,000.00
			Total For Account # 11-000-262-621-				\$0.00	
11-000-262-622-	OPER ENERGY - ELECTRICIT	bt - june	000033	06/21/2017	BSAVAGE	\$51,500.00	(\$5,400.00)	\$46,100.00
11-000-262-800-	OPER MISC EXPENSE	bt - june	000037	06/30/2017	BSAVAGE	\$2,500.00	(\$1,000.00)	\$1,500.00
		bt june	000038	06/30/2017	BSAVAGE	\$1,500.00	(\$1,300.00)	\$200.00
			Total For Account # 11-000-262-800-				(\$2,300.00)	
11-000-270-161-	SAL FOR PUPIL TRANS(BET	bt - june	000035	06/30/2017	BSAVAGE	\$14,660.00	\$100.00	\$14,760.00
11-000-270-162-	SAL FOR PUPIL TRANS(BET	bt - june	000035	06/30/2017	BSAVAGE	\$14,660.00	\$100.00	\$14,760.00
11-000-270-503-	TRANS AID IN LIEU PAY	bt - june	000035	06/30/2017	BSAVAGE	\$40,000.00	(\$2,000.00)	\$38,000.00
11-000-291-210-	GROUP INSURANCE	bt june	000043	06/30/2017	BSAVAGE	\$8,187.00	(\$6,100.00)	\$2,087.00
11-000-291-241-	EMP BEN OTH RETIRE	bt - june	000037	06/30/2017	BSAVAGE	\$103,119.00	(\$55,000.00)	\$48,119.00
11-000-291-250-	UNEMPLOYMENT COMPENSATIO	bt june	000044	06/30/2017	BSAVAGE	\$30,000.00	(\$12,200.00)	\$17,800.00
11-000-291-270-	OTHER HEALTH BENEFITS	bt - june	000037	06/30/2017	BSAVAGE	\$646,058.00	\$55,000.00	\$701,058.00
		bt june	000043	06/30/2017	BSAVAGE	\$701,058.00	\$6,100.00	\$707,158.00
			Total For Account # 11-000-291-270-				\$61,100.00	
11-000-291-280-	TUITION REIMBURSEMENT	bt - june	000035	06/30/2017	BSAVAGE	\$17,500.00	(\$7,000.00)	\$10,500.00
1-000-291-290-A	OTHER RETIREMENT - DCRP	bt - june	000036	06/30/2017	BSAVAGE	\$5,650.00	\$100.00	\$5,750.00
1-110-100-101-	KNDDG TEACHER SALARIES	bt - june	000036	06/30/2017	BSAVAGE	\$130,729.00	\$5,000.00	\$135,729.00

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

Selected Cycle : June

va_exaa1.082406
06/30/2017

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-110-100-101-	KNDG TEACHER SALARIES	bt - June	000037	06/30/2017	BSAVAGE	\$135,729.00	(\$100.00)	\$135,629.00
11-110-100-101-01	PRESCH/KIND- SUBSTITUTES	bt June				\$9,000.00	\$4,900.00	\$9,160.00
		bt - June	000035	06/21/2017	BSAVAGE	\$9,160.00	\$160.00	\$9,310.00
			000036	06/30/2017	BSAVAGE		\$150.00	
11-120-100-101-	GR 1-5 TEACHER SALARIES	bt June				\$627,124.00	\$310.00	\$627,434.00
		bt June	000039	06/30/2017	BSAVAGE	\$534,124.00	(\$93,000.00)	\$534,124.00
		bt June	000040	06/30/2017	BSAVAGE	\$506,124.00	(\$28,000.00)	\$506,124.00
		bt June	000041	06/30/2017	BSAVAGE		\$22,000.00	
							(\$99,000.00)	
11-130-100-101-	GR 6-8 TEACHER SALARIES	bt June	000040	06/30/2017	BSAVAGE	\$330,370.00	(\$38,000.00)	\$292,370.00
11-130-100-101-01	GRADES 6-8 - SUBSTITUTES	bt June	000040	06/30/2017	BSAVAGE	\$20,000.00	(\$7,500.00)	\$12,500.00
11-150-100-101-	HOME INSTRUCT SALARIES T	bt - June	000036	06/30/2017	BSAVAGE	\$10,000.00	\$700.00	\$10,700.00
11-190-100-320-	PURCHASED PROF/IED SVC	bt June	000035	06/21/2017	BSAVAGE	\$800.00	(\$160.00)	\$640.00
11-190-100-340-	PURCHASED TECH SVC	bt June	000034	06/21/2017	BSAVAGE	\$64,910.00	\$1,200.00	\$66,110.00
11-190-100-500-	OTHER PURCHASED SVC	bt - June	000036	06/30/2017	BSAVAGE	\$39,000.00	\$600.00	\$39,600.00
11-190-100-610-	GENERAL SUPPLIES INSTRUC	bt June	000034	06/21/2017	BSAVAGE	\$132,800.00	\$1,500.00	\$134,300.00
		bt - June	000036	06/30/2017	BSAVAGE	\$134,300.00	\$1,000.00	\$135,300.00
		bt - June	000037	06/30/2017	BSAVAGE		\$100.00	
							\$2,600.00	
11-204-100-101-	LLD TEACHER SALARIES	bt June	000034	06/21/2017	BSAVAGE	\$156,127.00	\$6,200.00	\$162,327.00
		bt - June	000036	06/30/2017	BSAVAGE	\$162,327.00	\$8,000.00	\$170,327.00
		bt June	000044	06/30/2017	BSAVAGE	\$170,327.00	\$2,300.00	\$172,627.00
11-204-100-106-	LLD PARA SALARY	bt - June				\$35,000.00	\$100.00	\$35,100.00
		bt June	000044	06/30/2017	BSAVAGE	\$35,100.00	\$13,200.00	\$48,300.00
11-213-100-101-	RR TEACHER SALARIES	bt June				\$195,759.00	(\$22,000.00)	\$173,759.00
		bt June	000042	06/30/2017	BSAVAGE	\$173,759.00	(\$2,100.00)	\$171,659.00
		bt June	000044	06/30/2017	BSAVAGE	\$171,659.00	(\$3,300.00)	\$168,359.00
							(\$27,400.00)	
11-213-100-101-01	RESOURCE RM- SUBSTITUTES	bt June	000034	06/21/2017	BSAVAGE	\$18,000.00	\$1,500.00	\$19,500.00
		bt - June	000036	06/30/2017	BSAVAGE	\$19,500.00	\$150.00	\$19,650.00

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

va_exaa1.082406
06/30/2017

Selected Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Total For Account # 11-213-100-101-01								
11-230-100-101-	BSC SKILLS TEACHER SALAR	bt june	000034	06/21/2017	BSAVAGE	\$114,898.00	\$1,650.00	\$126,398.00
		bt - june	000035	06/30/2017	BSAVAGE	\$126,398.00	\$7,000.00	\$133,398.00
Total For Account # 11-230-100-101-								
12-000-260-730-	EQUIPMENT OPER/MAINT	bt june	000034	06/21/2017	BSAVAGE	\$58,000.00	\$2,500.00	\$58,240.00
12-000-400-390-	FACILITIES-PROF/TECH SVC	bt june	000034	06/21/2017	BSAVAGE	\$2,000.00	(\$130.00)	\$1,670.00
12-120-100-730-	EQUIPMENT GR 1-5	bt june	000034	06/21/2017	BSAVAGE	\$5,000.00	(\$70.00)	\$4,930.00
Total Current Appr.								\$0.00

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

#R_EX001 082406
06/30/2017

Selected Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Amount	Adjustment	New Balance
YTD Disbursement Adjustments								
11-000-219-320-	CS:1 PROF/ED SVS	correct account	000004	06/30/2017	BSAVAGE	\$21,750.00	(\$167.20)	\$21,582.80
11-000-291-210-	GROUP INSURANCE	correct account	000001	06/21/2017	BSAVAGE	\$0.00	\$60,100.00	\$60,100.00
		correct preschool	000002	06/30/2017	BSAVAGE	\$60,100.00	(\$59,534.00)	\$566.00
			Total For Account # 11-000-291-210-			\$566.00		
11-000-291-270-	OTHER HEALTH BENEFITS	correct account	000001	06/21/2017	BSAVAGE	\$597,035.41	(\$60,100.00)	\$636,935.41
11-120-100-101-	GR. 1-5 TEACHER SALARIES	correct account	000003	06/30/2017	BSAVAGE	\$505,363.20	\$1,500.00	\$506,863.20
11-190-100-610-	GENERAL SUPPLIES INSTRUC	correct preschool	000002	06/30/2017	BSAVAGE	\$133,489.31	(\$9,754.00)	\$123,735.31
		correct account	000005	06/30/2017	BSAVAGE	\$123,735.31	(\$9.00)	\$123,726.31
			Total For Account # 11-190-100-610-			(\$9,763.00)		
11-204-100-101-	LLD TEACHER SALARIES	correct preschool	000002	06/30/2017	BSAVAGE	\$170,008.90	\$2,605.18	\$172,614.08
11-204-100-106-	LID PARA SALARY	correct preschool	000002	06/30/2017	BSAVAGE	\$35,057.46	\$13,167.37	\$48,224.83
20-218-100-101-	PSEA TEACHER SAL	correct preschool	000002	06/30/2017	BSAVAGE	\$169,459.18	(\$2,806.18)	\$166,653.00
20-218-100-106-	PSEA AIDES SAL	correct preschool	000002	06/30/2017	BSAVAGE	\$79,878.37	(\$13,107.37)	\$66,771.00
20-218-100-610-	PSEA ED SUPPLY	correct preschool	000002	06/30/2017	BSAVAGE	\$0.00	\$9,745.00	\$9,745.00
		correct account	000005	06/30/2017	BSAVAGE	\$9,745.00	\$9.00	\$9,754.00
			Total For Account # 20-218-100-610-			\$9,754.00		
20-218-200-200-	PSEA EMP BENEFITS	correct preschool	000002	06/30/2017	BSAVAGE	\$0.00	\$59,543.00	\$59,543.00
20-270-100-101-	T-2A TEACHER SAL	correct account	000003	06/30/2017	BSAVAGE	\$7,100.00	(\$1,500.00)	\$5,600.00
20-270-200-300-	T2A PUR. SERV.	correct account	000004	06/30/2017	BSAVAGE	\$24,660.80	\$167.20	\$24,828.00
Total Disbursement								\$0.00



Beverly City Board of Education Monthly Transfer Report

va_s1701
07/19/2017

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX	1,603,488.00	0.00	1,603,488.00	160,348.80	(37,898.00)	-2.36	122,450.80	85,568.61
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
	18-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	548,905.00	0.00	548,905.00	54,890.50	35,002.00	6.38	89,892.50	13,800.00
	1X-000-216-XXX								
	1X-000-217-XXX								
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX	21,500.00	0.00	21,500.00	2,150.00	1.00	0.00	2,151.00	7,000.00
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
	18-4XX-200-XXX								
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		2,173,893.00	0.00	2,173,893.00	0.00	(57,000.00)	-3.47	107,495.90	106,368.61
Tuition	11-000-100-XXX	1,644,959.00	0.00	1,644,959.00	164,495.90	(57,000.00)	-3.47	107,495.90	1,587,959.00
	16-000-100-XXX								
	17-000-100-XXX								
	18-000-100-XXX								
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX	518,465.00	0.00	518,465.00	51,846.50	57,000.00	10.99	108,845.50	148,467.40
	1X-000-213-XXX								
	1X-000-218-XXX								
	1X-000-219-XXX								
	1X-000-222-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX	214,078.00	0.00	214,078.00	21,407.80	0.00	0.00	21,407.80	6,301.00
	1X-000-223-XXX								
General Administration	1X-000-230-XXX	219,404.00	0.00	219,404.00	21,940.40	0.00	0.00	21,940.40	53,382.25
School Administration	1X-000-240-XXX	22,450.00	0.00	22,450.00	2,245.00	0.00	0.00	2,245.00	3,500.00
Central Services & Administrative Information Technology	1X-000-25X-XXX	202,287.00	0.00	202,287.00	20,228.70	0.00	0.00	20,228.70	30,129.85
Operation and Maintenance of Plant Services	1X-000-26X-XXX	604,011.00	0.00	604,011.00	60,401.10	(25,800.00)	-4.27	34,601.10	345,386.31
Student Transportation Services	1X-000-270-XXX	475,962.00	0.00	475,962.00	47,596.20	(47,000.00)	-9.87	596.20	398,908.00

Beverly City Board of Education Monthly Transfer Report

va_s1701
07/19/2017

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	995,582.00	0.00	995,582.00	99,558.20	72,800.00	7.31	172,358.20	110,398.00
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		4,897,198.00	0.00	4,897,198.00	400.00	0.00	0.00	400.00	2,684,431.81
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	4,000.00	0.00	4,000.00	400.00	0.00	0.00	400.00	4,000.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	0.00	0.00	0.00	0.00	2,895.00	0.00	2,895.00	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	0.00	0.00	0.00	0.00	4,000.00
TOTAL SPECIAL SCHOOLS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		7,075,091.00	0.00	7,075,091.00	0.00	0.00	0.00	0.00	2,794,800.42

School Business Administrator Signature

Date

Beverly City Board of Education

Expense Account Adjustment Analysis By Account#

va_exaa1 082406
07/19/2017

Current Cycle : July

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-100-565-	TUITION-CSSD & DAY SCHOO	bt - july	000002	07/19/2017	BSAVAGE	\$642,734.00	(\$57,010.00)	\$585,734.00
11-000-213-300-	HEALTH PURCHASED PROFIED	bt - july	000002	07/19/2017	BSAVAGE	\$3,000.00	\$57,000.00	\$60,000.00
11-000-216-320-	SPEECH/OT/PT PROF SER	bt - july	000001	07/19/2017	BSAVAGE	\$30,000.00	\$1,000.00	\$31,000.00
11-000-216-610-	SPEECH SUPPLIES	bt - july	000001	07/19/2017	BSAVAGE	\$2,000.00	(\$1,000.00)	\$1,000.00
11-000-223-500-	OTHER PURCHASED SERVICES	bt - july	000001	07/19/2017	BSAVAGE	\$2,000.00	\$1,000.00	\$3,000.00
11-000-223-580-	WORKSHOPS	bt - july	000001	07/19/2017	BSAVAGE	\$6,000.00	(\$1,000.00)	\$5,000.00
11-000-262-420-	OPER CONTRACT SERVICES	bt - july	000001	07/19/2017	BSAVAGE	\$46,000.00	(\$2,500.00)	\$43,500.00
11-000-262-441-	OPER RENTALS	bt - july	000001	07/19/2017	BSAVAGE	\$18,000.00	(\$10,800.00)	\$7,200.00
11-000-262-621-	OPER ENERGY - GAS	bt - july	000001	07/19/2017	BSAVAGE	\$61,000.00	(\$15,000.00)	\$46,000.00
11-000-262-622-A	GASOLINE	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$2,500.00	\$2,500.00
11-000-270-518-	TRANS ESC-SP ED CONTRACT	bt - july	000001	07/19/2017	BSAVAGE	\$220,000.00	(\$47,000.00)	\$173,000.00
11-000-291-241-	EMP BEN OTH RETIRE	bt - july	000001	07/19/2017	BSAVAGE	\$55,223.00	\$200.00	\$55,423.00
11-000-291-270-	OTHER HEALTH BENEFITS	bt - july	000001	07/19/2017	BSAVAGE	\$730,563.00	\$41,000.00	\$771,663.00
11-000-291-290-	OTHER EMPLOYEE BENEFITS	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$25,000.00	\$25,000.00
11-000-291-290-A	OTHER RETIREMENT - DCRP	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$6,600.00	\$6,600.00
11-190-100-500-	OTHER PURCHASED SVC	bt - july	000001	07/19/2017	BSAVAGE	\$40,000.00	\$650.00	\$40,650.00
11-190-100-640-	TEXTBOOKS INSTRUCTION	bt - july	000001	07/19/2017	BSAVAGE	\$60,000.00	(\$30,548.00)	\$29,452.00
11-204-100-106-	LLD PARA SALARY	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$35,000.00	\$35,000.00
11-230-100-101-01	BSI- SUBSTITUTES	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$1.00	\$1.00
11-240-100-101-01	BILINGUAL- SUBSTITUTES	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$1.00	\$1.00
11-403-100-100-	OTHER INSTRUCTIONAL SALA	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$1.00	\$1.00
12-000-400-721-	LEASE PURCHASE AGREEMENT	bt - july	000001	07/19/2017	BSAVAGE	\$0.00	\$2,895.00	\$2,895.00

Total Current Appr. \$0.00



Beverly City Board of Education

Entered Purchase Order Report By PO Number

18_0004_013114
08/16/2017

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
18-00167		1014/SCHOLASTIC, INC.	11-190-100-640-	TEXTBOOKS INSTRUCTION	09/20/17	1	DBRYSONRE CR- Q		16,945.68
18-00168		3138/LOWE'S	11-000-261-610-	MAINT SUPPLIES	09/20/17	1	DBRYSONRE CR- Q		3,456.09
18-00169		3109/GIACOBBE, ELIZABETH	11-000-291-280-	TUITION REIMBURSEMENT	09/20/17	1	DBRYSONRE CR- Q		888.79
			11-190-100-610-	GENERAL SUPPLIES INSTRUC	09/20/17	1	DBRYSONRE CR- Q		195.06
Total For 2 Transactions On PO# 18-00169									\$1,083.85
18-00170		3361/NEW JERSEY SCHOOLS	11-000-262-590-	OPER MISC PURCHASE	09/20/17	1	DBRYSONRE CR- Q		765.97
			11-000-291-260-	WORKERS' COMP.	09/20/17	1	DBRYSONRE CR- Q		45,194.99
Total For 2 Transactions On PO# 18-00170									\$45,960.96
18-00171		3101/RFP SOLUTIONS INC	11-000-261-420-	MAINT CLEANING/REPAIRS	09/20/17	1	DBRYSONRE CR- Q		187.25
18-00172		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420-	MAINT CLEANING/REPAIRS	09/20/17	1	DBRYSONRE CR- Q		1,209.01
18-00173		2272/CLC LOCKSMITHS LLC	11-000-261-420-	MAINT CLEANING/REPAIRS	09/20/17	1	DBRYSONRE CR- Q		283.40
18-00174		1008/LAKESHORE LEARNING MAT.	11-190-100-610-	GENERAL SUPPLIES INSTRUC	09/20/17	1	DBRYSONRE CR- Q		749.00
18-00175		2940/TILLEY FIRE EQUIPMENT COMPANY	11-000-261-420-	MAINT CLEANING/REPAIRS	09/20/17	1	DBRYSONRE CR- Q		144.50
18-00176		3189/GREAT PLUMBERS	11-000-262-420-	OPER CONTRACT SERVICES	09/20/17	1	DBRYSONRE CR- Q		3,619.00
18-00177		3271/RAYNOR ELECTRIC, LLC	11-000-261-420-	MAINT CLEANING/REPAIRS	09/20/17	1	DBRYSONRE CR- Q		3,473.81
18-00178		2842/W B MASON CO, INC	11-000-240-610-	SCHOOL ADMIN-SUPPLIES	09/20/17	1	DBRYSONRE CR- Q		232.65

Beverly City Board of Education

Entered Purchase Order Report By PO Number

rs_po04_013114
08/16/2017

Approval Status Legend: IR=In-Complete Requisition, CR=Completed Requisition, EP=Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- tch	Entered By	Approval Status (2 needed)	PO Amount
18-00179		3301/GAHLES, GEORGE	11-000-261-610-	MAINT SUPPLIES	09/20/17	1	DBRYSONRE CR- Q		173.67
18-00180		1953/BROOKFIELD ACADEMY	11-000-100-566-	TUITION-PRIVATE SCHOOL	09/20/17	1	DBRYSONRE CR- Q		45,110.00
18-00181		2821/NUTRI-SERVE FOOD MGMT	60-910-310-500-	FOOD SERVICE COSTS	09/20/17	1	DBRYSONRE CR- Q		145,000.00
18-00182		1858/EDUCATIONAL SERVICES UNIT	11-000-270-517-	TRANS CONT REG SVC ESC	09/20/17	1	DBRYSONRE CR- Q		92,000.00
			11-000-270-518-	TRANS ESC SP ED CONTRACT	09/20/17	1	DBRYSONRE CR- Q		170,000.00
				Total For 2 Transactions On PO# 18-00182					\$262,000.00
18-00183		1039/COURIER TIMES INC - BURLINGTON	11-000-230-590-	GEN AD ADVERTISEMENT	09/20/17	1	DBRYSONRE CR- Q		684.00
18-00184		3475/FOX, RACHEL	11-000-291-280-	TUITION REIMBURSEMENT	09/20/17	1	DBRYSONRE CR- Q		2,107.50
18-00185		3134/FEDEX	11-000-230-530-	TELEPHONE POSTAGE	09/20/17	1	DBRYSONRE CR- Q		23.00
18-00186		3413/ANTONIELLO, JILL	20-270-200-300-	T2A PUR. SERV.	09/20/17	1	DBRYSONRE CR- Q		1,557.00
18-00187		3477/ROBL, DEBORAH	20-270-200-300-	T2A PUR. SERV.	09/20/17	1	DBRYSONRE CR- Q		6,000.00
18-00188		2884/CDW GOVERNMENT INC.	11-000-262-300-	OPER PURCH PROF/TECH SVS	09/20/17	1	DBRYSONRE CR- Q		746.01
18-00189		3421/DAVID B. RUBIN, PC	11-000-230-331-	GEN ADMIN-LEGAL SVC	09/20/17	1	DBRYSONRE CR- Q		3,755.00
18-00190		1752/SCHOOL SPECIALTY INC	11-190-100-610-	GENERAL SUPPLIES INSTRUC	09/20/17	1	DBRYSONRE CR- Q		572.95
18-00191		1716/SHERWIN WILLIAMS	11-000-261-610-	MAINT SUPPLIES	09/20/17	1	DBRYSONRE CR- Q		473.06

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04 013114
08/16/2017

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
18-00192		3463/RNB DESIGN, LLC	11-190-100-340-	PURCHASED TECH SVC	09/20/17	1	DBRYSONRE CR- Q		2,061.85
18-00193		2738/GST TRANSPORT, CORP.	11-000-270-511-	TRANS CONT SVS REG	09/20/17	1	DBRYSONRE CR- Q		30,964.43

Report Totals

Current Entered \$586,612.67
 Prior Entered \$0.00
 Total Entered \$586,612.67

Beverly City Board of Education

27 Fully Approved Requisitions converted into Entered Purchase Orders.

va_req1
020514
03/16/2017

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
18-00167	18-00167	DBRYSONRE Q	SCHOLASTIC. INC.	000	MS. GIACOBBE	16,945.68
18-00168	18-00168	DBRYSONRE Q	LOWE'S	000		3,456.09
18-00169	18-00169	DBRYSONRE Q	GIACOBBE, ELIZABETH	000		1,083.85
18-00170	18-00170	DBRYSONRE Q	NEW JERSEY SCHOOLS INSURANCE	000		45,960.96
18-00171	18-00171	DBRYSONRE Q	RFP SOLUTIONS INC	000		187.25
18-00172	18-00172	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		1,209.01
18-00173	18-00173	DBRYSONRE Q	CLC LOCKSMITHS LLC	000		283.40
18-00174	18-00174	DBRYSONRE Q	LAKESHORE LEARNING MAT.	000	LISA SCARPERIA	749.00
18-00175	18-00175	DBRYSONRE Q	TILLEY FIRE EQUIPMENT COMPANY	000		144.50
18-00176	18-00176	DBRYSONRE Q	GREAT PLUMBERS	000		3,659.00
18-00177	18-00177	DBRYSONRE Q	RAYNOR ELECTRIC, LLC	000		3,473.81
18-00178	18-00178	DBRYSONRE Q	W.B. MASON CO. INC.	000		232.65
18-00179	18-00179	DBRYSONRE Q	GAHLES, GEORGE	000		173.67
18-00180	18-00180	DBRYSONRE Q	BROOKFIELD ACADEMY	000		53,100.00
18-00181	18-00181	DBRYSONRE Q	NUTRI-SERVE FOOD MGMT	000		145,000.00
18-00182	18-00182	DBRYSONRE Q	EDUCATIONAL SERVICES UNIT	000		262,000.00
18-00183	18-00183	DBRYSONRE Q	COURIER TIMES INC - BURLINGTON	000		634.00
18-00184	18-00184	DBRYSONRE Q	FOX, RACHEL	000		2,107.50
18-00185	18-00185	DBRYSONRE Q	FEDEX	000		23.00
18-00186	18-00186	DBRYSONRE Q	ANTONIELLO, JILL	000		1,557.00
18-00187	18-00187	DBRYSONRE Q	ROBL, DEBORAH	000		6,000.00
18-00188	18-00188	DBRYSONRE Q	CDW GOVERNMENT INC.	000	JACK DOOLEY	745.01
18-00189	18-00189	DBRYSONRE Q	DAVID B. RUBIN, PC	000		3,765.00
18-00190	18-00190	DBRYSONRE Q	SCHOOL SPECIALTY INC	000	LOIS HARMON	572.95
18-00191	18-00191	DBRYSONRE Q	SHERWIN WILLIAMS	000		472.06
18-00192	18-00192	DBRYSONRE Q	RNB DESIGN, LLC	000		2,061.85
18-00193	18-00193	DBRYSONRE	GST TRANSPORT, CORP.	000		30,964.43

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04 073114
09/20/2017

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

PO#	Control#	Vendor#Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
18-00194		1134/B.C.A.S.A.	11-000-230-890-	GEN ADMIN-MISC EXPENSES	09/20/17	1 DBRYSONRE CR-Q		250.00
18-00195		3463/RNB DESIGN, LLC	11-190-100-340-	PURCHASED TECH SVC	09/20/17	1 DBRYSONRE CR-Q		2,076.00
18-00196		1573/LAUREL ENTERPRISES	11-000-270-512-	TRANS FIELD/ATH TRIPS	09/20/17	1 DBRYSONRE CR-Q		150.00
18-00197		3504/SCHOOLWIDE, INC	11-000-223-500-	OTHER PURCHASED SERVICES	09/20/17	1 DBRYSONRE CR-Q		5,100.00
18-00198		3072/FP MAILING SOLUTIONS	11-000-230-530-	TELEPHONE POSTAGE	09/20/17	1 DBRYSONRE CR-Q		500.00
18-00199		3338/WHIRL CONSTRUCTION, INC.	11-000-262-420-	OPER CONTRACT SERVICES	09/20/17	1 DBRYSONRE CR-Q		7,975.00
18-00200		3475/FOX, RACHEL	11-000-291-280-	TUITION REIMBURSEMENT	09/20/17	1 DBRYSONRE CR-Q		2,596.50
18-00201		2756/DELTRAN MIDDLE SCHOOL	11-401-100-890-	COCURR MISC EXPENSES	09/20/17	1 DBRYSONRE CR-Q		50.00
18-00202		1979/Y A.L.E. SCHOOL INC	20-250-100-500-	IDEA TUITION	09/20/17	1 DBRYSONRE CR-Q		57,965.40
18-00203		3517/REALTY LANDSCAPING	11-000-262-420-	OPER CONTRACT SERVICES	09/20/17	1 DBRYSONRE CR-Q		1,700.00
18-00204		3134/FEDEX	11-000-230-530-	TELEPHONE POSTAGE	09/20/17	1 DBRYSONRE CR-Q		31.02
18-00205		3206/ATLANTIC BUSINESS PRODUCTS	11-190-100-610-	GENERAL SUPPLIES INSTRUC	09/20/17	1 DBRYSONRE CR-Q		329.95
18-00206		3524/IMPERIAL BAG & PAPER	11-000-261-610-	MAINT SUPPLIES	09/20/17	1 DBRYSONRE CR-Q		358.90
18-00207		3525/PENWELL, AMY	11-000-222-320-	LIB/MEDIA PCH PRF/IED SVS	09/20/17	1 DBRYSONRE CR-Q		4,000.00
18-00208		3526/KENNEY, GROSS, KOVATS &	11-000-230-331-	GEN ADMIN-LEGAL SVC	09/20/17	1 DBRYSONRE CR-Q		210.00

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

va_0004 013114
09/20/2017

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

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status (2 needed)	PO Amount
18-00209		3527/SOUNDTRAP	11-190-100-610-	GENERAL SUPPLIES INSTRUC	09/20/17	1 DBRYSONRE CR		249.00

Report Totals

Current Entered \$83,541.77
 Prior Entered \$0.00
 Total Entered \$83,541.77

Beverly City Board of Education

16 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
20514
/20/2017

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
18-00194	18-00194	DBRYSONRE	B.C.A.S.A.	000		250.00
		Q				
18-00195	18-00195	DBRYSONRE	RNB DESIGN, LLC	000		2,076.00
		Q				
18-00196	18-00196	DBRYSONRE	LAUREL ENTERPRISES	000		150.00
		Q				
18-00197	18-00197	DBRYSONRE	SCHOOLWIDE, INC.	000		5,100.00
		Q				
18-00198	18-00198	DBRYSONRE	FP MAILING SOLUTIONS	000		500.00
		Q				
18-00199	18-00199	DBRYSONRE	WHIRL CONSTRUCTION, INC.	000		7,975.00
		Q				
18-00200	18-00200	DBRYSONRE	FOX, RACHEL	000		2,596.50
		Q				
18-00201	18-00201	DBRYSONRE	DELTRAN MIDDLE SCHOOL ATHLETICS	000		50.00
		Q				
18-00202	18-00202	DBRYSONRE	Y.A.L.E. SCHOOL INC.	000		57,965.40
		Q				
18-00203	18-00203	DBRYSONRE	REALTY LANDSCAPING CORPORATION	000		1,700.00
		Q				
18-00204	18-00204	DBRYSONRE	FEDEX	000		31.02
		Q				
18-00205	18-00205	DBRYSONRE	ATLANTIC BUSINESS PRODUCTS	000		329.95
		Q				
18-00206	18-00206	DBRYSONRE	IMPERIAL BAG & PAPER	000		358.90
		Q				
18-00207	18-00207	DBRYSONRE	PENWELL, AMY	000		4,000.00
		Q				
18-00208	18-00208	DBRYSONRE	KENNEY, GROSS, KOVATS & PARTON	000		210.00
		Q				
18-00209	18-00209	DBRYSONRE	SOUNDTRAP	000	TRAVIS KNAUSS	249.00
		Q				



8H

Beverly City Board of Education

Bills And Claims Report By Vendor Name

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va_bill5 10272014
09/20/2017

9-20-17 Bd 1111g

Vendor # / Name	PO #	Account # / Description	Inv #	Check Description or Type * Multi Remit To	Check Name	Check #	Check Amount
Unposted Checks							
ANTONIELLO, JILL / 3413	18-00186	20-270-200-300-/ T2A PUR. SERV		CF T2A PUR. SERV		22682	1,557.00
3 C.A.S.A / 1134	18-00194	11-000-230-890-/ GEN ADMIN-MISC EXPENSES		CF 17/18 dues		22683	250.00
3 C.I.T / 1952	18-00154	11-000-100-563-/ TUITION-CO VOC SCHOOL		CP SEPT 2017		22684	12,589.40
		11-000-100-563-/ TUITION-CO VOC SCHOOL		CP OCT 2017		22684	12,589.40
		Total for B.C.I.T./ 1952					\$25,178.80
3 BARNES & NOBLE INC / 2413	18-00135	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF 3510975		22685	1,875.00
	18-00116	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CP 3499443		22685	119.06
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF 3499486		22685	38.34
		Total for BARNES & NOBLE INC./ 2413					\$2,032.40
3 BAYADA NURSES INC / 2591	18-00138	11-000-213-300-/ HEALTH PURCHASED PROFIED		CP 12721034		22686	517.50
		11-000-213-300-/ HEALTH PURCHASED PROFIED		CP 12702336		22686	1,260.00
		Total for BAYADA NURSES INC / 2591					\$1,777.50
3 BECKER'S SCHOOL SUPPLY / 3261	18-00118	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CP 1485104-IN		22687	2,267.87
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF 1493778-IN		22687	1,196.10
		Total for BECKER'S SCHOOL SUPPLY / 3261					\$3,463.97
3 EVAN SECURITY SYSTEMS / 1054	18-00147	11-000-261-420-/ MAINT CLEANING/REPAIRS		CF 00092988		22688	1,270.00
3 BROOKFIELD ACADEMY / 1953	18-00180	11-000-100-566-/ TUITION-PRIVATE SCHOOL		CP OCTOBER 2017 J M		22689	5,900.00
3 CASCADE SCHOOL SUPPLIES, INC / 2164	18-00086	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF 99381		22690	178.25
	18-00029	11-000-230-610-/ GEN ADMIN-SUPPLIES		CF 00688		22690	13.95
		Total for CASCADE SCHOOL SUPPLIES, INC. / 2164					\$192.20
3 CM3 BUILDING SOLUTIONS INC / 2865	18-00172	11-000-261-420-/ MAINT CLEANING/REPAIRS		CP 18366		22691	672.00
		11-000-261-420-/ MAINT CLEANING/REPAIRS		CF 18066		22691	537.01
		Total for CM3 BUILDING SOLUTIONS INC / 2865					\$1,209.01

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

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To	Check Name	Check #	Check Amount
Unposted Checks								
COMCAST CABLEVISION/ 1792	18-00062	11-190-100-500-/ OTHER PURCHASED SVC		CP	84990051170032811-8/28/17		22692	105.88
		11-190-100-500-/ OTHER PURCHASED SVC		CP	84990051170029668-8/17/17		22692	125.93
					Total for COMCAST CABLEVISION/ 1792			\$231.81
COURIER TIMES INC - BURLINGTON TIMES INC/ 1039	18-00183	11-000-230-590-/ GEN AD ADVERTISEMENT		CF	107152368		22693	684.00
DAVID B RUBIN, PC/ 3421	18-00189	11-000-230-331-/ GEN ADMIN-LEGAL SVC		CF	731830-16543		22694	3,765.00
DELTRAN MIDDLE SCHOOL ATHLETICS/ 2756	18-00201	11-401-100-890-/ COCURR MISC EXPENSES		CF	17/18		22695	50.00
DELTA EDUCATION/ 1198	18-00073	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	302500159733		22696	10,987.20
	18-00074	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	202501444116		22696	353.43
					Total for DELTA EDUCATION/ 1198			\$11,340.63
E3 MIDLANTIC TECHNOLOGIES GROUP/ 3518	18-00048	11-000-213-610-/ HEALTH SUPPLIES		CF	1607086		22697	212.69
EDUCATIONAL SERVICES UNIT/ 1858	18-00182	11-000-270-518-/ TRANS ESC SP ED CONTRACT		CP	18E-0089-ESY 2017		22698	100.77
	18-00137	11-000-216-320-/ SPEECH/OT/PT PROF SER		CP	BEV-OT-170815		22698	335.00
		11-000-216-320-/ SPEECH/OT/PT PROF SER		CP	BEV-PT-170815		22698	168.00
					Total for EDUCATIONAL SERVICES UNIT/ 1858			\$8,604.77
ETA/ 1125	18-00088	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CP	60027244		22699	212.46
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	60024760		22699	212.46
					Total for ETA/CUISENAIRE/ 1125			\$424.92
FEDEX/ 3134	18-00185	11-000-230-530-/ TELEPHONE POSTAGE		CF	5-895-90001		22700	20.00
	18-00204	11-000-230-530-/ TELEPHONE POSTAGE		CF	592575834		22700	31.02
					Total for FEDEX/ 3134			\$54.02
FILEBANK INC / 2887	18-00050	11-000-251-340-/ BUS OFF PURCH TECH SERV		CP	NOV 2017		22701	102.24
FOX, RACHEL/ 3475	18-00184	11-000-291-280-/ TUITION REIMBURSEMENT		CF	FALL 2016		22702	2,107.50

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

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Beverly City Board of Education

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09/20/2017

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To	Check Name	Check #	Check Amount
Unposted Checks								
FOX, RACHEL/ 3475	18-00200	11-000-291-280-/ TUITION REIMBURSEMENT		CF	7/5/2017 EDL52701		22702	2,596.50
					Total for FOX, RACHEL/ 3475			\$4,704.00
FP MAILING SOLUTIONS/ 3072	18-00160	11-000-230-530-/ TELEPHONE POSTAGE		CF	RI 103343088		22703	323.88
	18-00198	11-000-230-530-/ TELEPHONE POSTAGE		CF	600027659		22703	500.00
					Total for FP MAILING SOLUTIONS/ 3072			\$823.88
GAHLES, GEORGE/ 3301	18-00179	11-000-261-610-/ MAINT SUPPLIES		CF	MAINT SUPPLIES		22704	173.67
GIACOBBE, ELIZABETH/ 3109	18-00169	11-000-291-280-/ TUITION REIMBURSEMENT		CF	TUITION REIMBURSEMENT		22705	888.79
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	GENERAL SUPPLIES INSTRUC		22705	195.06
					Total for ELIZABETH GIACOBBE/ 3109			\$1,083.85
GST TRANSPORT, CORP / 2738	18-00193	11-000-270-511-/ TRANS CONT SVS REG		CP	SEPT 2017		22706	3,056.44
		11-000-270-511-/ TRANS CONT SVS REG		CP	OCT 2017		22706	3,096.44
					Total for GST Transport, Corp./ 2738			\$6,192.88
HEWITT MD, JAMES L / 2016	18-00143	11-000-216-320-/ SPEECHIOT/PT PROF SER		CF	31986		22707	1,100.00
HORIZON DENTAL OPTION PLAN/ 2999	18-00060	11-000-291-270-/ OTHER HEALTH BENEFITS		CP	SEPT 17-287280133		22708	2,811.32
JESUS THE GOOD SHEPARD PARISH/ 3259	18-00153	11-000-262-420-/ OPER CONTRACT SERVICES		CP	OCTOBER 2017		22709	1,447.50
KENNEY, GROSS, KOVATS & PARTON/ 3526	18-00208	11-000-230-331-/ GEN ADMIN-LEGAL SVC		CF	718/719		22710	210.00
KURTZ BROS / 1802	18-00038	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	56002.00		22711	5.85
	18-00037	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CP	56001.00		22711	92.96
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	56001.01		22711	7.50
					Total for KURTZ BROS./ 1802			\$105.71
-OWE'S/ 3138	18-00168	11-000-261-610-/ MAINT SUPPLIES		CP	976925		22712	507.31
		11-000-261-610-/ MAINT SUPPLIES		CP	902604		22712	133.02
		11-000-261-610-/ MAINT SUPPLIES		CP	902782		22712	142.53

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

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Unposted Checks								
LOWE'S/ 3138		11-000-261-610-/ MAINT SUPPLIES	CP 902894	CP		22712	128.06	
		11-000-261-610-/ MAINT SUPPLIES	CP 902103	CP		22712	146.79	
		11-000-261-610-/ MAINT SUPPLIES	CP 902672	CP		22712	412.23	
		11-000-261-610-/ MAINT SUPPLIES	CP 902486	CP		22712	251.00	
		11-000-261-610-/ MAINT SUPPLIES	CP 902340	CP		22712	409.46	
		11-000-261-610-/ MAINT SUPPLIES	CP 902658	CP		22712	372.28	
		11-000-261-610-/ MAINT SUPPLIES	CP 902761	CP		22712	66.93	
		11-000-261-610-/ MAINT SUPPLIES	CP 976313	CP		22712	395.75	
		11-000-261-610-/ MAINT SUPPLIES	CP 975736	CP		22712	402.59	
		11-000-261-610-/ MAINT SUPPLIES	CP 901001	CP		22712	37.18	
		11-000-261-610-/ MAINT SUPPLIES	CP 916049	CP		22712	-371.47	
		11-000-261-610-/ MAINT SUPPLIES	CP 914326	CP		22712	-376.11	
		11-000-261-610-/ MAINT SUPPLIES	CF INV. 901996 & INV. 976160	CF		22712	798.52	
		Total for LOWE'S/ 3138						\$3,456.09
MCCONNELL MICHAEL/ 3335	18-00150	11-000-223-500-/ OTHER PURCHASED SERVICES	CF 17118	CF		22713	3,000.00	
MIDDLESEX LAMINATING/ 3462	18-00140	11-190-100-610-/ GENERAL SUPPLIES INSTRUC	CF 45	CF		22714	138.99	
NATIONAL EDUCATIONAL MUSIC COMPANY/ 3366	18-00122	11-190-100-610-/ GENERAL SUPPLIES INSTRUC	CP 13665	CP		22715	5,074.39	
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC	CP 13842	CP		22715	2,601.76	
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC	CP 13738	CP		22715	208.47	
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC	CP 13726	CP		22715	701.27	
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC	CP 14018	CP		22715	25.75	
		Total for NATIONAL EDUCATIONAL MUSIC COMPANY/ 3366						\$8,571.64
NETWORK SUPPORT LLC/ 2672	18-00061	11-190-100-340-/ PURCHASED TECH SVC	CP 1692	CP		22716	585.00	
		11-190-100-340-/ PURCHASED TECH SVC	CP 1685	CP		22716	157.59	
		11-190-100-340-/ PURCHASED TECH SVC	CP 1686	CP		22716	630.00	
		11-190-100-340-/ PURCHASED TECH SVC	CP 1687	CP		22716	990.00	
		11-190-100-340-/ PURCHASED TECH SVC	CP 1688	CP		22716	406.25	

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Unposted Checks							
NETWORK SUPPORT LLC/ 2672		11-190-100-340-/ PURCHASED TECH SVC		CP	1689	22716	765.00
		11-190-100-340-/ PURCHASED TECH SVC		CP	1690	22716	406.25
		11-190-100-340-/ PURCHASED TECH SVC		CP	1691	22716	855.00
		11-190-100-340-/ PURCHASED TECH SVC		CP	1693	22716	155.25
		Total for Network Support LLC/ 2672					\$4,951.25
NEW JERSEY SCHOOLS INSURANCE GROUP/ 3361	18-00170	11-000-262-590-/ OPER MISC PURCHASE		CF	CON-0000020836	22717	765.97
		11-000-291-260-/ WORKERS' COMP		CF	CON-0000020836	22717	45,194.99
		Total for NEW JERSEY SCHOOLS INSURANCE GROUP/ 3361					\$45,960.96
NJ AMERICAN WATER CO / 1140	18-00058	11-000-262-300-/ OPER PURCH PROF/TECH SVS		CP	8/21/2017	22718	178.80
NUTRI-SERVE FOOD MGMT/ 2821	18-00181	60-910-310-500-/ FOOD SERVICE COSTS		CP	930082417	22719	1,201.98
		60-910-310-500-/ FOOD SERVICE COSTS		CP	930083117	22719	628.02
		60-910-310-500-/ FOOD SERVICE COSTS		CP	930090717	22719	3,997.28
		Total for NUTRI-SERVE FOOD MGMT/ 2821					\$5,827.28
PRUDENTIAL INS. CO. - NJEAV 2395	18-00063	11-000-291-270-/ OTHER HEALTH BENEFITS		CP	0017079504-OCT 2017	22720	622.65
PRUDENTIAL RETIREMENT-DCRP PENSION/ 3106	18-00065	11-000-291-290-A/ OTHER RETIREMENT - DCRP		HP	815/831 - DCRP	815831	135.69
REALTY LANDSCAPING CORPORATION/ 3517	18-00045	11-000-262-420-/ OPER CONTRACT SERVICES		CP	46536 SEPT 2017	22721	1,535.00
	18-00203	11-000-262-420-/ OPER CONTRACT SERVICES		CP	46704	22721	1,100.00
		11-000-262-420-/ OPER CONTRACT SERVICES		CF	46705	22721	600.00
		Total for REALTY LANDSCAPING CORPORATION/ 3517					\$3,235.00
RNB DESIGN, LLC/ 3463	18-00051	11-190-100-340-/ PURCHASED TECH SVC		CP	OCTOBER 17-MAINT.	22722	125.00
		11-190-100-340-/ PURCHASED TECH SVC		CP	OCTOBER 17-HOSTING	22722	125.00
	18-00192	11-190-100-340-/ PURCHASED TECH SVC		CP	8254	22722	1,597.00

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
RNB DESIGN, LLC / 3463	18-00195	11-190-100-340- / PURCHASED TECH SVC		CF	8273	22722	464.85
		11-190-100-340- / PURCHASED TECH SVC		CF	8287	22722	2,076.00
					Total for RNB DESIGN, LLC / 3463		\$4,387.85
ROBL, DEBORAH / 3477	18-00187	20-270-200-300- / T2A PUR SERV		CP	8/30/2017	22723	1,000.00
SAFEGUARD BUSINESS SYSTEMS / 3304	18-00162	11-000-251-610- / BUSINESS SUPPLIES		CF	032283393	22724	267.78
SCHOLASTIC, INC. / 1014	18-00111	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	15428042	22725	79.71
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	15506730	22725	24.09
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	15427897	22725	24.71
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	15428030	22725	93.49
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	15426239	22725	5.71
		11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	15427852	22725	326.05
					Total for SCHOLASTIC, INC. / 1014		\$553.76
SCHOOL SPECIALTY INC / 1752	18-00081	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208119060496	22726	2,730.20
	18-00017	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308102830498	22726	84.25
	18-00082	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208119128809	22726	40.35
	18-00028	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308102844445	22726	730.71
	18-00027	11-000-230-610- / GEN ADMIN-SUPPLIES		CP	208119199682	22726	3.35
		11-000-230-610- / GEN ADMIN-SUPPLIES		CF	308102843953	22726	96.64
		11-000-230-610- / GEN ADMIN-SUPPLIES		CP	208119199683	22726	3.35
		11-000-230-610- / GEN ADMIN-SUPPLIES		CP	308102843954	22726	89.29
	18-00149	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208119187558	22726	476.95
	18-00083	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308102800992	22726	305.46
	18-00079	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	308102823817	22726	280.99
	18-00084	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208118913874	22726	64.70
					Total for SCHOOL SPECIALTY INC / 1752		\$4,905.34
SCHOOLWIDE, INC / 3504	18-00197	11-000-223-500- / OTHER PURCHASED SERVICES		CP	8/21/2017	22727	1,700.00
		11-000-223-500- / OTHER PURCHASED SERVICES		CP	8/22/2017	22727	1,700.00
					Total for SCHOOLWIDE, INC. / 3504		\$3,400.00

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

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Beverly City Board of Education

Bills And Claims Report By Vendor Name

va_bill5.10272014
09/20/2017

Check Date is 09/21/2017

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
SHERWIN WILLIAMS/ 1716	18-00191	11-000-261-610-/ MAINT SUPPLIES		CF	0947-2	22728	472.06
STAPLES ADVANTAGE/ 2984	18-00131	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	3349568045	22729	14.12
	18-00108	11-000-230-610-/ GEN ADMIN-SUPPLIES		CF	3349568044	22729	309.00
	18-00049	11-000-251-610-/ BUSINESS SUPPLIES		CF	3349568043	22729	71.30
	18-00035	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	3349176769	22729	14.72
	18-00034	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	3349176763	22729	39.33
		Total for Staples Advantage/ 2984					\$448.47
STATE OF NJ HEALTH BENEFITS PR/ 2394	18-00064	11-000-291-270-/ OTHER HEALTH BENEFITS		HP	SEPT 2017 HEALTH	92017	47,053.86
		11-000-291-270-/ OTHER HEALTH BENEFITS		HP	SEPT 2017 RX	92017	13,611.50
		Total for STATE OF NJ HEALTH BENEFITS PR/ 2394					\$60,665.36
STERICYCLE INC./ 2475	18-00148	11-000-213-610-/ HEALTH SUPPLIES		CF	1007647865	22730	59.60
TILLEY FIRE EQUIPMENT COMPANY/ 2940	18-00175	11-000-261-420-/ MAINT CLEANING/REPAIRS		CF	310967	22731	144.50
TOWNSHIP OF DELANCO/ 3411	18-00067	11-000-262-622-A/ GASOLINE		CP	AUG 2017	22732	82.99
VERIZON/ 1139	18-00055	11-190-100-500-/ OTHER PURCHASED SVC		CP	8/28/2017	22733	141.55
W.B. MASON CO. INC./ 2842	18-00178	11-000-240-610-/ SCHOOL ADMIN-SUPPLIES		CF	147175638	22734	232.65
	18-00145	11-000-261-610-/ MAINT SUPPLIES		CP	146537041	22734	78.95
		11-000-261-610-/ MAINT SUPPLIES		CF	146485329	22734	2,307.47
		Total for W.B. MASON CO. INC./ 2842					\$2,619.07
WASTE MANAGEMENT OF NJ/ 1169	18-00052	11-000-262-420-/ OPER CONTRACT SERVICES		CP	SEPT 2017	22735	559.73
WENGER CORP./ 2286	18-00124	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	730139	22736	954.00
WEST MUSIC/ 3303	18-00127	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CP	S11477758	22737	38.10
		11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	S11476418	22737	282.24
		Total for WEST MUSIC/ 3303					\$320.34

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

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

va_bill5.10272014
09/20/2017

Check Date is 09/21/2017

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
WESTERN PEST SERVICES/ 2521	18-00059	11-000-262-300-/ OPER PURCH PROF/TECH SVS		CP	AUG 2017-45026230	22738	189.00
WHIRL CONSTRUCTION, INC / 3338	18-00199	11-000-262-420-/ OPER CONTRACT SERVICES		CF	120616E	22739	7,975.00
WILLIAM H. SADLER, INC / 3415	18-00071	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CF	604972	22740	2,003.22
XEROX CORPORATION/ 3443	18-00161	11-190-100-610-/ GENERAL SUPPLIES INSTRUC		CP	090304539-AUGUST 2017	22741	349.52
XTEL COMMUNICATIONS/ 2813	18-00056	11-190-100-500-/ OTHER PURCHASED SVC		CP	8/15/17	22742	2,466.88
Y.A.L.E. SCHOOL INC./ 1979	18-00164	20-250-100-500-/ IDEA TUITION		CP	OCTOBER 17-AS	22743	10,497.30
	18-00202	20-250-100-500-/ IDEA TUITION		CP	SEPT 17-AS	22743	7,634.40
		20-250-100-500-/ IDEA TUITION		CP	R P SEPT 2017	22743	5,152.48
Total for Y.A.L.E. SCHOOL INC./ 1979							\$23,284.10
Total for Unposted Checks							\$280,204.32

Beverly City Board of Education

Bills And Claims Report By Vendor Name

va_bill5.10272014
09/20/2017

Check Date is 09/21/2017

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 09/19/2017 at 01:32:53 PM be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$187,814.81		\$60,801.05		\$248,615.86
20	20	\$25,841.18				\$25,841.18
60	60	\$5,827.28				\$5,827.28
GRAND	TOTAL	\$219,483.27	\$0.00	\$60,801.05	\$0.00	\$280,284.32

Chairman Finance Committee

Member Finance Committee



Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105-	8152017	08/16/2017	1,318.95	ATTEND SVCS- CLER SAL
11-000-213-105-	8152017	08/16/2017	460.63	HEALTH SVCS- CLER SAL
11-000-218-105-	8152017	08/16/2017	437.50	GUID SECY/CLER SALARIES
11-000-219-104-	8152017	08/16/2017	1,522.08	CST SALARIES
11-000-219-105-	8152017	08/16/2017	921.24	CST SECY/CLER SALARIES
11-000-221-102-	8152017	08/16/2017	4,781.25	CURR/INSTR SALARIES
11-000-221-104-	8152017	08/16/2017	458.33	CURR/INSTR PROF SALARIES
11-000-221-105-	8152017	08/16/2017	78.75	CURR/INSTR SECY/CLER SAL
11-000-221-110-	8152017	08/16/2017	333.33	CI OTHER SALARIES
11-000-230-100-	8152017	08/16/2017	4,218.75	GEN ADMIN SPRINTEND SAL
11-000-230-104-	8152017	08/16/2017	176.00	TREASURER SALARIES
11-000-230-105-	8152017	08/16/2017	569.17	GENERAL ADMIN- CLER SAL
11-000-240-105-	8152017	08/16/2017	647.92	SCH ADMIN SEC/CLER SAL
11-000-251-104-	8152017	08/16/2017	4,148.90	BUSINESS ADMIN SALARIES
11-000-251-105-	8152017	08/16/2017	2,928.25	BUS ADMIN/SECY SALARIES
11-000-262-110-	8152017	08/16/2017	2,465.06	OPER/CUST SALARIES
11-000-262-110-OT	8152017	08/16/2017	2,338.00	OPER/CUSTODIAL OT
11-000-270-161-	8152017	08/16/2017	632.31	SAL. FOR PUPIL TRANS(BET
11-000-270-162-	8152017	08/16/2017	632.31	SAL. FOR PUPIL TRANS(BET
11-120-100-101-	8152017	08/16/2017	250.00	GR. 1-5 TEACHER SALARIES
11-204-100-101-	8152017	08/16/2017	8,750.00	LLD TEACHER SALARIES
11-204-100-106-	8152017	08/16/2017	3,172.50	LLD PARA SALARY
11-230-100-101-	8152017	08/16/2017	100.00	BSC SKILLS TEACHER SALAR
Total # of Payments	23.00	Total Check Amount	41,341.23	✓

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105-	8312017	08/31/2017	1,318.95	ATTEND SVCS- CLER SAL
11-000-213-105-	8312017	08/31/2017	460.63	HEALTH SVCS- CLER SAL
11-000-218-105-	8312017	08/31/2017	729.17	GUID SECY/CLER SALARIES
11-000-219-104-	8312017	08/31/2017	1,522.08	CST SALARIES
11-000-219-105-	8312017	08/31/2017	1,013.36	CST SECY/CLER SALARIES
11-000-221-102-	8312017	08/31/2017	8,814.62	CURR/INSTR SALARIES
11-000-221-104-	8312017	08/31/2017	458.33	CURR/INSTR PROF SALARIES
11-000-221-105-	8312017	08/31/2017	131.25	CURR/INSTR SECY/CLER SAL
11-000-221-110-	8312017	08/31/2017	333.33	CI OTHER SALARIES
11-000-230-100-	8312017	08/31/2017	5,240.71	GEN ADMIN SPRINTEND SAL
11-000-230-104-	8312017	08/31/2017	176.00	TREASURER SALARIES
11-000-230-105-	8312017	08/31/2017	662.50	GENERAL ADMIN- CLER SAL
11-000-240-105-	8312017	08/31/2017	793.75	SCH ADMIN SEC/CLER SAL
11-000-251-104-	8312017	08/31/2017	4,148.90	BUSINESS ADMIN SALARIES
11-000-251-105-	8312017	08/31/2017	2,928.25	BUS ADMIN/SECY SALARIES
11-000-262-110-	8312017	08/31/2017	2,467.59	OPER/CUST SALARIES
11-000-262-110-OT	8312017	08/31/2017	3,496.84	OPER/CUSTODIAL OT
11-000-270-161-	8312017	08/31/2017	632.31	SAL. FOR PUPIL TRANS(BET
11-000-270-162-	8312017	08/31/2017	632.31	SAL. FOR PUPIL TRANS(BET
11-204-100-101-	8312017	08/31/2017	4,779.00	LLD TEACHER SALARIES
20-270-100-101-	8312017	09/31/2017	1,200.00	T-2A TEACHER SAL
Total # of Payments	21.00	Total Check Amount	41,939.88	

AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF THE CITY OF BEVERLY
AND
THE BEVERLY EDUCATION ASSOCIATION

July 1, 2017

TO

June 30, 2020

ARTICLE I: RECOGNITION

A. The Board hereby recognizes the Association as the "majority representative" for collective negotiations concerning the terms and conditions of employment for all personnel whether under contract, on leave or a per diem basis, employed or to be employed by the Board, excluding secretaries, custodians and supervisory personnel.

B. Unless otherwise indicated, the term "teacher," when used hereinafter, in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, including teacher aides, and references to male personnel shall include female personnel.

ARTICLE II: GRIEVANCE PROCEDURE

A. Definitions:

1. "Grievance" is a claim based upon an alleged violation of a term and condition of employment or administrative decision, whether the term and condition comes from the negotiated agreement, board policy or administrative decisions which affect the welfare and/or terms and conditions of employment of a teacher or group of teachers and/or the interpretation, meaning or application of any of the provisions of this Agreement.

2. An "Aggrieved Person" is the person or persons making the claim.

3. A "Party in Interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose:

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the right of any teacher(s) having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure:

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual

agreement. All grievances shall be filed on the form approved by the Board of Education and Beverly Education Association (Appendix A).

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.

3. Level One: A teacher with a grievance shall first discuss it with the Assistant Principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two: If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance at Level One, he may file the grievance in writing to the Superintendent within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner.

5. Level Three: If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, file the grievance in writing to the Board of Education . The Board, or a committee thereof shall review the grievance and may, at its discretion, hold a hearing with the employee and render a decision in writing within five (5) school days after the next board meeting following the deliverance of the grievance to the Board of Education.

6. Level Four:

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within five (5) school days after the next board meeting following the delivery of the grievance to the Board of Education, he may within five (5) school days after the said Board of Education meeting, request in writing that the Chairman of the Association's Committee of Professional Rights and Responsibilities (hereinafter referred to as the "PR&R Committee") submit his grievance for arbitration . If the PR&R Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the PR&R committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator or to obtain such a commitment within the specified period, a request for list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

c. The arbitrator so selected shall confer with the representatives of the Board and of the PR&R committee and hold a hearing promptly and shall issue his decision not later than twenty (20) days from the date of the close of hearings or, if oral hearings have been waived, then from the date the final statements and proofs of the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusion on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

d. The costs for the services of the arbitrator, including per diem expenses, if any and actual and necessary travel subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Teachers to Representation

1. Any party in interest may be represented at all stages of the grievance by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to have a representative present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration, or by the Association or any member thereof, against any party in interest, any building representative, any member of the PR&R Committee or any other participant in the grievance procedure by reasons of such participation.

E. Miscellaneous:

1. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representative heretofore referred to in this Article.

ARTICLE III: NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968 in a good faith effort to reach agreement on all matters concerning the terms and conditions of a teacher's employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any agreements to negotiate shall apply to all teachers, be reduced to writing, be adopted by the Board and the Association and be signed by both. Negotiations for a successor agreement will commence in accordance with the requirements of law.

B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records and information of the Beverly City School District.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representative shall be clothed with all necessary power and authority to make proposals, consider proposals and make counterproposals in the course of negotiations.

D. 1. Representatives of the Board and the Association's negotiating committee shall meet within seven (7) calendar days upon receiving written notice from either party to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Neither party shall be required to attend more than one (1) such meeting per month.

2. Should a mutually acceptable amendment to the Agreement be negotiated by the parties, it shall be reduced to writing, be adopted by the Board and the Association and be signed by both.

E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in the Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date.

F. The Board agrees not to negotiate concerning said employees in the negotiations unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.

G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.

H. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE IV: TEACHER RIGHTS

A. Teachers' rights shall be in accordance with Chapter 303, Public Laws 1968 and Title 18.

B. Whenever any teacher is required to appear before the Administration, Board or any committee or member thereof concerning any matter which could adversely affect the

continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

C. Any suspension of a teacher pending charges shall be with pay.

ARTICLE V: ASSOCIATION RIGHTS & PRIVILEGES

A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agenda and minutes of all Board meetings, census data, names and addresses of all teachers, and such information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

B. The Association and its representative shall have the right to use the school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings, subject to approval of the Board of Education or their delegated representative.

C. The Association shall have the right to use school facilities and equipment, including computers, email, duplicating equipment, and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use. Use any District computers and email shall be consistent with the District's Acceptable Use Policies.

ARTICLE VI: MANAGEMENT RIGHTS CLAUSE

Except as limited by the provisions of this Agreement, the Board retains all rights, privileges and responsibilities conferred upon it by the laws of the State of New Jersey and the United States and under the Constitutions of New Jersey and the United States, including the right to manage the schools, including but not limited to hire, assign, promote, demote and direct employees covered by this Agreement and to take disciplinary action against said employees (up to and including discharge), and promulgate rules and regulations pursuant with the PERC Act. The Board may not by agreement delegate authority or responsibility which, by law, are imposed upon and lodged with the Board exclusively nor be bound by this Agreement in matters beyond this contract involving the sole discretion of the Board.

ARTICLE VII: TEACHER EMPLOYMENT

A. 1. Each present teaching staff member shall be placed on the appropriate step of the salary schedule included in this Agreement based on prior employment in the district (Appendix B).

2. The Board shall approve the employment, fix the compensation and establish the term of employment for each new person employed by this district. Such approval shall be given only to those candidates for employment recommended by the CSA.

3. Any teacher employed on or before January 15 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. Each non-tenured teaching staff member shall be observed and evaluated prior to April 30th. The Board of Education shall give each non-tenured teaching staff member either a contract of employment or written notice that employment will not be offered on or before May 15th.

C. A maximum of ten (10) days of previous accumulated unused leave days from a New Jersey public school district will be credited to newly hired teaching staff members.

ARTICLE VIII: TEACHER EVALUATION

Tenured Teaching Staff Procedure:

Authority: In keeping with the Board of Education's policy for evaluating tenured teaching staff members, this procedure shall be implemented by the Superintendent and other certified professional staff. State Regulation(s) shall supersede contractual language contained in this Article, if and when there is any contradiction or conflict between the contractual language and State Regulation(s). If there is no contradiction or conflict between the contractual language and State Regulation(s), then the contractual language shall dictate the practice listed in this Article.

Foundation: In order that there is agreement and common understanding of the specific tasks and duties for which the teaching staff member is responsible, the written job description of the position held by the teaching staff member will form the foundation of the evaluation. The teaching staff member's performance will be assessed in terms of the degree of excellence with which he arrives out of the specific duties and responsibilities set forth in the job description.

Criteria: Specific written criteria for determining the degree of excellence with which the teaching staff member performs will be developed for each position by the professional staff and may include any or all of the areas listed in the job description.

Methods of Collection: Specific methods for collection of evaluation data will be developed for each position by the professional staff and shall include, but not necessarily be limited to:

- > Observation
- > Review of personnel file
- > Measure of the student progress, including classroom criteria referenced and standardized test results
- > Review of professional planning
- > Surveys or questionnaires

Participants in Data Collection: The data shall be collected by properly certificated members of the professional staff as specified in "F" or "B" of this procedure

Evaluation:

A. All monitoring and observation of teaching staff performance shall be conducted openly and with full knowledge of the staff member. Electronic devices may be used to facilitate data collection with the consent of the teaching staff.

B. Teachers shall be evaluated by any of the following:

- > Superintendent/Principal
- > Assistant Principal OR
- > Any other person employed by the Board of Education to serve in the capacity of supervisor and/or coordinator.

C. Before any evaluation report is finalized, submitted to the Chief School Administrator or placed in the personnel file, such report shall be discussed at the post evaluation conference of the teaching staff member and the evaluator. Prior to this meeting, the teaching staff member shall be given a copy of the written evaluation of his performance. The teaching staff member shall have the right to submit a written response to any material within the report within fifteen (15) days of the post evaluation conference. This response will be reviewed by the evaluator and will be attached to copies of the report in all file locations.

D. Every evaluation shall be signed by both the evaluator and the teaching staff member evaluated. The teaching staff member's signature, however, shall not be interpreted as an assent to the contents signed. In no event shall anyone be asked to sign an incomplete evaluation. Public disclosure of the content of the evaluation or of the responsive comment, if any, shall be governed by relevant statute, rule and policy. Tenured teaching staff members will receive a minimum of one (1) observation each year sometime between October 1st and May 15th . The specific time and day of such observation(s) will be determined by the administration and will not require prior notification of the intent. The number and date of subsequent observation(s) will be at the discretion of the administration. Observation means a visitation to an assigned work station by a certified supervisor for the purpose of formally collecting data on the performance of a teaching staff member's assigned duties and responsibilities and of a duration appropriate to same.

The post evaluation conference between the staff member and evaluator shall be held within ten (10) school days of the observation. An annual written performance report and annual summary conference will be held between the teaching staff member and a supervisor who has participated in the evaluation.

E. The annual summary conference between supervisors and teaching staff members shall be held before the written performance report is filed. The conference shall include but not be limited to:

1. Review of the performance of the teaching staff member based upon the job description.

2. Review of the teaching staff member's progress toward the objectives of the individual professional improvement plan developed at the previous annual conference.

3. Review of available indicators of pupil progress growth toward the program objectives.

4. Review of the annual written performance report and the signing of said report within five (5) working days of the review.

F. The annual written performance report shall be prepared by a certified supervisor who has participated in the evaluation of the teaching staff member and shall include but not be limited to:

1. Performance areas of strength

2. Performance areas needing improvement based upon the job description

3. An individual professional improvement plan developed by the supervisor and the teaching staff member

4. Provision of performance data which has not been included in the report prepared by the supervisor to be entered into record by the evaluate within ten (10) days after signing of the report.

Non-Tenured Teaching Staff Procedure

The evaluation of non-tenured staff members shall consist of the following components:

A. The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least three (3) times annually, but once each semester in accordance with district rules.

B. The written evaluation of both the employee's performance during observation and the employee's total performance as an employee of this district.

C. An opportunity for the employee to record a timely disclaimer to the evaluations.

Supervisors shall make every effort to assist non-tenured teaching staff members in the remediation of deficiencies disclosed by observation and evaluation, and also conduct additional observations and evaluations of employees who are inexperienced or marginally competent.

ARTICLE IX: PROTECTION OF TEACHERS, STUDENTS & PROPERTY

A. Whenever any action is brought against a teacher before the Board or before the Commissioner of Education of the State of New Jersey, which may affect his employment or salary status, the Board of Education shall reimburse him for the cost of his defense if the action is dismissed or results in a final decision in favor of the teacher.

B. 1. The Board shall give such support including legal and other assistance to any teacher in an action resulting from an assault while in the discharge of his duties.

2. When absence arises out of or from such assault, the teacher shall not forfeit any sick leave or personal leave.

3. Benefits derived under this or subsequent Agreements shall continue two (2) years beyond the period of any Workmen's Compensation when an absence arises out of or from assault.

C. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and shall cooperate in appropriate ways with the teacher, the police and the courts.

D. If criminal or civil proceedings are brought against a teacher alleging that he committed an assault in connection with his employment, such teacher may request the Board to furnish legal counsel to defend him in such proceeding. If the Board does not provide such counsel and the teacher prevails in the proceeding, then the Board shall reimburse the teacher for counsel fees incurred by him in his own defense.

E. The Board shall reimburse teachers for the responsible cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of his duties within the scope of his employment.

F. The Board shall reimburse a teacher for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as a result of any injury sustained by assault in the course of his employment.

ARTICLE X: MISCELLANEOUS PROVISIONS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Any individual contract between the Board and any individual teachers, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.

C. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is not discrimination in the hiring, training, assignment, promotion, transfer or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

D. Any complaints regarding a teacher made to any member of the administration by any parent, students or other personnel shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Teacher's Association at any meeting or conference regarding such complaint.

E. After this Agreement is signed, copies shall be presented to members of the Board, all teachers and prospective employees. Preparation costs will be shared equally by the Board and the Association.

ARTICLE XI: FRINGE BENEFITS

Insurance Protection:

A. The Board of Education shall pay the premiums at full cost for employees and dependents for the New Jersey School Employees Health Benefits Direct 15 Program (SEHBP), which will include the (SEHBP) stand alone prescription plan.

The requirements for "full-time" status for the SEHBP Program participation will be an average of 35 hours per week for employees effective July 1, 2014. Employees employed between September 1, 2002 and June 30, 2014 shall be entitled to benefits for an average of 30.5 per week. All part-time teachers who were eligible for benefits under the previous contract will remain eligible for benefits.

Employees shall contribute towards the cost of health benefits in accordance with the Healthcare Regulations governing contributions effective on July 1, 2014. All members contributing to their Health Benefits will receive an annual voucher equal to \$500.00. This voucher will be received on or before June 30 each year.

The Board will maintain a Section 125 plan to allow for any required deduction of employee contributions (i.e. P.L. 2010, Chapter 2) on a pre-tax basis.

B. The Board of Education shall pay the appropriate coverage up to full family for any employee OR appropriate coverage under Washington National for any employee who began on

or before October 1, 1987. No employee shall be entitled to both coverages at the expense of the Board.

C. Any employee who chooses not to participate in any health insurance coverage offered by the Board of Education shall be entitled to receive 50% of the applicable premium based on waived coverage. (Health Insurance Waiver form is attached as Appendix D). Only fulltime teaching staff members are eligible for a rebate. So long as the District is in the SEHBP Program, in accordance with applicable law for waivers filed after May 21, 2010, the District will provide for payment of the lesser of 25% of applicable premium saved or \$5,000 for the health benefits waiver

D. The Board of Education shall provide dental insurance for all teaching staff members in a program prepared by Delta Dental Plan of New Jersey or an equivalent mutually acceptable to the Board of Education and the Beverly Education Association. Teaching staff members may elect to have family coverage for the dental insurance and will be responsible for 30% above the amount for single coverage. Beginning with an employee's tenure year, and each year after, the Board will pay 7.5% toward the teachers' 30%.

E. Teachers who are protected under an equivalent prescription or dental plan through a spouse are not eligible for coverage.

F. Identifying the insurance carrier shall be the prerogative of the Board of Education as long as it demonstrates to the Association that any changes in carriers will not reduce the range and levels of benefits and services. The requirement for "full-time" status for the SEHBP participation will be an average of 30.5 hours per week for employees effective September 1, 2002. All part-time teachers who were eligible for benefits under the previous contract will remain eligible for benefits.

Longevity Increments:

A. All teachers who were employed by the district prior to September 1, 1983, shall continue to receive longevity increments, as done so in the past. Additional increments of \$200.00 will be paid at the completion of the 8th, 12th, 16th, 20th and every fourth year thereafter of teaching experience in the Beverly City School District. Payment shall occur on June 30th and will be automatic. No voucher required.

Mid-Year Staff Hires: If an employee's anniversary date of hire is on or prior to January 15th, payment will be received the previous June 30th. If anniversary date is after January 15th, payment will be paid the following June 30th.

B. Any new teacher beginning employment for the first time in the district on or after September 1, 1983, shall receive a one-time longevity increment of:

\$400.00	On Completion of	8th year only
\$600.00	On Completion of	12th year only

\$800.00	On Completion of	16th year only
\$1,000.00	On Completion of	20th year only
\$1,200.00	On Completion of	24th year only
\$1,400.00	On Completion of	28th year only
\$1,600.00	On Completion of	32nd year only

Unused Sick Days:

The Board shall compensate each teacher upon retirement at the rate of fifty dollars (\$50.00) per day for all unused sick days, up to a maximum of 200 days. The Board shall compensate each teacher upon the acceptance of retirement by the Teachers' Pension Annuity Fund.

Perfect Attendance:

Any teacher earning a record of perfect attendance during a school term of September 1-June 30 in a given year shall receive a bonus of \$550.00 at the conclusion of the school year. Perfect attendance shall mean that no personal (approved or unapproved) or sick days were used.

Any teacher who only uses up to two (2) sick or personal days during a given school year shall receive a \$250.00 bonus.

Teaching staff members are eligible for the attendance bonus and part-time teachers working 3/5 and above will receive a pro-rated amount.

ARTICLE XII: TEACHER HOURS AND TEACHING LOAD

A. The teacher workday shall be seven (7) hours, twenty (20) minutes long, which shall include a duty free lunch, which encompasses the students' lunch and recess time. In no case may the duty free lunch period be less than thirty (30) minutes. In addition to regular classroom assignment, teachers may be expected to, on rotating basis, handle such duties as deemed necessary by the administration. No teacher shall have duties for more than half the pupil days per year. The district will provide certificated teaching staff at least four (4) full preparation periods per week, except for student early dismissal days (which will be shortened preparation periods), shortened weeks and unforeseeable or emergent conditions. Preparation time will be pro-rated for part-time teachers.

B. The teacher shall be required to report for duty no earlier than fifteen (15) minutes before the opening of the pupil day and shall be permitted to leave thirty (30) minutes after the close of the pupil day, except on Fridays and days preceding holidays, teachers shall be permitted to leave fifteen (15) minutes after the close of the pupil day.

C. Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings. Early dismissal time will no longer be granted on a regular basis.

D. Regular monthly meetings of the BEA may be held at the close of the pupil day. Special meetings may be held with CSA approval.

E. Teachers may be assigned to at least one instructional committee during the school year.

ARTICLE XIII: SALARIES

Salaries shall be in accordance with the salary guides contained in Appendix B.

A. Summer Pay Plan Options:

1. Summer Pay plan: Each teacher may individually elect to have ten percent (10%) of his monthly salary deducted from his pay. These funds shall be paid to the teacher or his estate on the final day in June, or according to a schedule of payment (maximum of four (4) payments as requested by the teacher before June 1st or upon death or termination of employment, if earlier.

2. Credit Union Plan: Each teacher may individually elect to have a percentage of his monthly salary deducted from his pay and deposited to his credit in the Atlantic Burlington County Public Employees' Federal Credit Union (ABCO).

3. Employees may choose to have their pay deposited directly into the bank of their choice.

B. Credit for Education Improvement Courses: Credit for pay scale above Bachelor of Arts or Sciences shall be given for educational improvement courses, graduate and undergraduate, when applicable to the teacher's job.

C. Teachers will be eligible for tuition reimbursement for approved graduate courses. All certified teaching staff members shall be eligible for a reimbursement of 75% of the tuition costs for a maximum of 12 credits within a given school year. Reimbursement will be paid within 60 days after the required paperwork has been submitted to the administration. The teacher must have a minimum grade of B. Additionally, the aggregate amount of tuition reimbursement for any particular year shall not exceed \$15,000.00 combined for paraprofessionals and teachers (as provided in Paraprofessional Addendum) In order to receive reimbursement, classes must be taken at an educational institution as defined in Section 3 of P.L.1986 C.87. In order to receive reimbursement, coursework must be directly related to the employee's current job-duties or future job responsibilities pursuant to P.L. 2010, C.13, Section 1. Lastly, should an employee leave the district less than one (1) full year following receipt of tuition reimbursement, that employee shall return 100% of the tuition reimbursement received except in the event of: (1) Social Security Disability; (2) TPAF Disability Retirement; (3) Any medical condition that requires an end to a teaching career; (4) Loss of employment due to a RIF or Non-Renewal or Resignation due to the transfer of a spouse/civil union partner in his/her employment which requires relocation more than 60 miles from Beverly. Time served in the military after the receipt of tuition reimbursement shall count toward the one (1) year.

D. Extra-Curricular Salary Guide for 2017-2020 (Appendix C).

E. The practice of using a certified staff as a substitute should be kept to a minimum, based on essential needs. Coverage shall be arranged by the administration and shall be distributed as equitably as possible among the teachers available. Availability shall refer to teachers who do not have a regularly scheduled class at the time a sub is required.

F. When supervision is deemed necessary for extra-curricular activities by the administration, the teacher or teachers shall be compensated at the rate of \$22.00 per hour. Teachers shall participate in four (4) school related activities in addition to the regular work day schedule; however, it will not include weekends. Included, as part of the four (4) assigned activities may be one night parent teacher conference, back to school night, graduation or any school sponsored evening activity. Overnight trips shall be full voluntary, and not included as part of the four (4) assigned activities. The administration may assign teachers or use a voluntary system.

~~G. The Board of Education will provide supervision in the lunchroom and on the playground by personnel other than the professional teaching staff. Teachers will provide coverage in case of absence or emergency as determined by the CSA. Substitute coverage shall be distributed as equitable as possible among the teachers available. Teachers will be compensated in accordance with Article XIII, section II of the Agreement.~~

H. Any faculty member may be assigned lunchroom supervision as deemed necessary by the CSA or her designee. Those providing supervision in the event of an absence or emergency shall be paid at the rate of \$22.00/hour. In order to make responsibilities and prep times of faculty more equitable, teachers who have additional preps, beyond the four (4) contractually assigned preps, may be assigned a duty. ~~except related arts teachers assigned as part of their duties. The CSA shall seek volunteers, but may assign as deemed necessary and appropriate.~~

I. In order to make responsibilities of the faculty more equitable and with the already negotiated contractual day, teachers without homerooms may be assigned to outside arrival supervision and/or breakfast supervision without additional compensation.

J. All extra duty pay positions shall be advertised after approval by the Board of Education and prior to assignment.

ARTICLE XIV: EXTENDED LEAVE OF ABSENCE

~~A. Maternity: in as much as a married female teacher has a twofold obligation, both to her family and to her employer, the leave of absence granted for maternity benefits is a mutual pact between the Board and said teacher to protect both teacher and Board. The request for leave of absence for maternity benefits shall be interpreted as evidence of said teacher's intent to resume her normal teaching duties within a reasonable lapse of time following delivery.~~

B. The Board shall grant maternity leave without pay to any teacher upon request subject to the following stipulations and limitations:

1. Maternity leave shall commence on the date requested by the physician.

2. Any teacher granted maternity leave shall, at her request, be restored to a teaching position, subject area, and grade level comparable to that at the commencement of said leave.

3. No teacher shall be prevented from returning to work after childbirth solely on the ground that there has not been time lapse between childbirth and desired date of return.

4. The Board shall not remove any teacher from her duties during pregnancy if the teacher can produce a certificate from her physician stating that she is medically able to continue teaching.

5. In view of the above, the Board and the Association agree that a reasonable time lapse shall not exceed three (3) months and that an additional three (3) months shall be granted upon request and that additional leave may be granted at the discretion of the Board when medical evidence is presented concerning either the health of the mother or the child.

6. Disability Leave shall run concurrently with Child Rearing Leave.

C. Personal Leave: Three (3) days personal leave shall be granted all teaching staff members without loss of pay. Personal leave not utilized during a given school year shall accumulate as sick leave for the following school year. Personal days must be approved in advance by the CSA in accordance with Administrative Guidelines.

D. Death in the Family: In case of a member of the immediate family (immediate family as used here means spouse or civil union partner, parents, brothers, sisters, biological, adoptive and/or step children and grandparents) such teacher shall be excused without loss of pay for a period not to exceed five (5) school days. Teachers shall be entitled to a two (2) day leave of absence in the event of the death of the mother or father of the spouse or civil union partner. Teachers shall be entitled to a one (1) day leave of absence in the event of the death of any relative of the teacher, ~~who has lived in the home of the teacher for at least thirty (30) days preceding the death.~~ Teachers shall be entitled to a one (1) day leave of absence in the event of the death of an Aunt, Uncle, Cousin, Nephew or Neice and in-laws, excluding mother in-law/father-in-law. Upon death in the family the teacher is requested to arrange the details of the absence with the principal. All days under this ruling shall be in addition to any sick or personal leave.

E. Sickness in Family: All teaching staff members at the beginning of their second contract year shall be entitled to utilize three (3) sick days per family member as defined in the death leave clause. These days shall be deducted from accumulated sick leave and may not exceed the total accumulated leave.

F. Sick Leave

1. Sick leave is hereby defined to mean the absence of a teacher from his or her post of duty because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease in his or her immediate household. A person out on sick leave shall be convalescing in their residence or a hospital or visiting a physician.

2. All teachers steadily employed shall be allowed sick leave with full pay for a period of ten school days in any school year.

3. If any teacher requires in any school year less than the above-specified number of days, all such sick leave not utilized that year shall be accumulative to be used for additional sick leave in subsequent years.

4. The Board of Education may provide for additional salary for prolonged absence beyond the sick leave period pursuant to NJSA 18A:30-6.

G. Sick Leave Bank

1. Purpose: The parties agree to establish and implement a sick leave bank utilizing a voluntary donation program to assist employees who experience a "catastrophic health condition or injury" and have exhausted their paid leave benefits . The bank shall allow employees to voluntarily donate accrued sick leave to said bank. All days at the end of each school year will be returned to the individuals who voluntarily donate accrued sick leave to said bank if said days were not utilized.

2. Definitions: A catastrophic health condition or injury is a life threatening condition or combination of conditions or a period of disability required by his or her mental or physical health or the health of the employee's fetus and requiring the care of a physician who provides a medical verification of the need for the employee's absence.

3. Committee: The sick leave bank shall be administered by a committee, which shall be comprised of the Superintendent of Schools and the Association President and approved by the Board of Education. The committee shall establish standards and procedures that it deems appropriate for the operation of the sick leave bank. These shall include but not be limited to eligibility requirements for participation in the sick leave bank and the conditions under which the sick leave time may be drawn. No day of leave which is donated to the sick leave bank by an employee shall be drawn by that employee or any employee from the sick leave bank unless authorized by the committee in order to provide sick leave.

ARTICLE XV: IN SCHOOL WORK YEAR

In school work year: 185 days, not including NJEA Convention. New personnel may be required to attend an additional day of orientation.

ARTICLE XVI: REPRESENTATION FEE

A. Purpose of Fee: If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31), which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative. The Association shall be able to change the Representation Fee amount collected annually, but must provide reasonable notification to both, the Board of Education and the Association membership, prior to implementing said change. Any information provided by the Association (for fee collection purposes) to the Board, and followed by the Board of Education as provided, shall serve to indemnify the Board from any legal recourse if there is any fee discrepancy that arises. Employees, who wish not to be in full-time membership status or pay the full representation fee amount, shall have the right to pay agency shop fee, which shall be established as 85% of the full representation fee amount.

B. Amount of Fee-Notification: Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

C. Deduction and Transmission of Fee:

1. Notification: On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1 of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

2. Payroll Deduction Schedule: the Board will deduct from the salaries of the employees referred to in Section C1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. Termination of Employment: If an employee who is required to pay a representation fee terminates his employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics: Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

5. Changes: The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes

will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Employees: On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit during the preceding thirty (30) day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment or death.

ARTICLE XVII: NON-STRIKE PLEDGE

The Association covenants and agrees that during the term of the Agreement no member of the Association will cause, authorize or support any employee strike.

ARTICLE XVIII: DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30, 2020 subject to the Association's right to negotiate over a successor agreement as provided in Article III. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

B. In witness whereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president and attested by its secretary.

Beverly Education Association

By: _____
BEA President

By: _____
BEA Secretary

Beverly Board of Education

By: _____
Board President

By: _____
Attested by Board Secretary

ADDENDUM FOR PARAPROFESSIONALS

Employees in this position are entitled to the following benefits in addition to their wages:

1. A person employed in this position shall be given thirty (30) days notice of termination.
2. Three (3) personal days which shall accumulate as sick days when unused.
3. Thirty dollars (\$30.00) per day shall be paid at retirement for unused sick days up to a maximum of 200 days.
4. Compensation for perfect attendance shall be \$200.00 and \$125.00 for two (2) or less absences; part-time paraprofessionals working 3/5 and above will receive a pro-rated amount.
5. Five (5) days paid leave shall be granted for each death in the immediate family.
6. Paraprofessionals are allotted ten (10) sick days each year.
7. The Board of Education shall give each paraprofessional either a contract of employment or written notice that employment will not be offered for the next school year by May 15th.
8. All paraprofessionals shall be eligible for 100% reimbursement of the tuition cost from an accredited community college for up to three (3) courses per year, subject to the approval of the Chief School Administrator, prior to beginning the course.
9. Paraprofessionals will be eligible for tuition reimbursement for approved college and graduate courses, other than courses provided for in paragraph 8 of this Addendum. All paraprofessionals shall be eligible for a reimbursement of 75% of the tuition costs for a maximum of 12 credits within a given school year. Reimbursement will be paid within 60 days after the required paperwork has been submitted to the administration. The paraprofessional must have a minimum grade of B. Additionally, the aggregate amount of tuition reimbursement for any particular year shall not exceed \$15,000.00 combined for paraprofessionals and teachers (as provided in Article XIII(C)). In order to receive reimbursement, classes must be taken at an educational institution as defined in Section 3 of P.L.1986 C.87. In order to receive reimbursement, coursework must be directly related to the employee's current job-duties or future job responsibilities pursuant to P.L. 2010, C.13, Section 1. Lastly, should an employee leave the district less than one (1) full year following receipt of tuition reimbursement, that employee shall return 100% of the tuition reimbursement received except in the event of: (1) Social Security Disability; (2) PERS Disability Retirement; (3) Any medical condition that requires an end to a teaching career; (4) Loss of employment due to a RIF or Non-Renewal or Resignation due to the transfer of a spouse/civil union partner in his/her employment which requires relocation more than 60 miles from Beverly. Time served in the military after the receipt of tuition reimbursement shall count toward the one (1) year.

10. On student 1/2 days, paraprofessionals may remain for the same length of day as teachers at the discretion of the administration and will be paid a full days salary.

11. All paraprofessionals will have a paid duty-free thirty (30) minute lunch period.

12. On days when there is an inclement weather delay for the opening of school, all paraprofessionals will report at the official start of the student day.

13. Paraprofessionals shall receive a one-time longevity increment of:

\$75 on completion of 10th year only

\$100 on completion of 15th year only

\$125 on completion of 20th year only

\$150 on completion of 25th year only

\$175 on completion of 30th year only

\$200 on completion of 35th year only

\$225 on completion of 40th year only

APPENDIX A: GRIEVANCE FORM

BEVERLY CITY SCHOOL
GRIEVANCE FORM

Grievant's Name

Grievance No.

Job Title and Grade

Description of Alleged Violation

Contractual Clause Violated

Date of Occurrence of Alleged Violation

Remedy Sought

Date of Level One Informal Discussion

Level One Response

Level One: I am not satisfied with the outcome at Level One and wish to proceed to Level Two.

Grievant's Signature

Date

LEVEL TWO: SUPERINTENDENT/PRINCIPAL

Date Received

Date Answered

Disposition () Denied () Granted

Reason

Signature of Superintendent

Date

Level Two: I am not satisfied with the outcome at Level Two and wish to proceed to Level Three

Grievant's Signature

Date

LEVEL THREE: BOARD OF EDUCATION

Date Received

Date Answered

Disposition () Denied () Granted

APPENDIX A - GRIEVANCE FORM (continued)

Reason

Signature of Board President

Date

APPENDIX B: SALARY GUIDE

YEAR 1
2017-18 Beverly Teachers

Salary Guide						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
0	-	-	-	-	-	-
1	49,590	50,290	50,590	51,090	51,390	51,710
2	49,775	50,475	50,775	51,275	51,575	51,895
3	49,960	50,660	50,960	51,460	51,760	52,080
4	50,145	50,845	51,145	51,645	51,945	52,265
5	50,513	51,213	51,513	52,013	52,313	52,633
6	50,982	51,682	51,982	52,482	52,782	53,102
7	52,358	53,058	53,358	53,858	54,158	54,478
8	53,983	54,683	54,983	55,483	55,783	56,103
9	55,868	56,568	56,868	57,368	57,668	57,988
10	57,742	58,442	58,742	59,242	59,542	59,862
11	59,657	60,357	60,657	61,103	61,457	61,777
12	62,030	62,730	63,030	63,530	63,830	64,150
13	64,051	64,751	65,051	65,551	65,851	66,171
14	66,488	67,188	67,488	67,988	68,288	68,608
15	68,988	69,688	69,988	70,488	70,788	71,108
16	72,537	73,237	73,537	74,037	74,337	74,657
17	76,112	76,812	77,112	77,612	77,912	78,232
18	79,716	80,416	80,716	81,216	81,516	81,836
19	84,921	85,367	85,667	86,167	86,467	86,787

YEAR 2
2018-19 Beverly Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
0	-	-	-	-	-	-
1	49,596	50,296	50,596	51,096	51,396	51,716
2	49,781	50,481	50,781	51,281	51,581	51,901
3	49,966	50,666	50,966	51,466	51,766	52,086
4	50,151	50,851	51,151	51,651	51,951	52,271
5	50,519	51,219	51,519	52,019	52,319	52,639
6	50,988	51,688	51,988	52,488	52,788	53,108
7	52,364	53,064	53,364	53,864	54,164	54,484
8	53,989	54,689	54,989	55,489	55,789	56,109
9	55,874	56,574	56,874	57,374	57,674	57,994
10	57,748	58,448	58,748	59,248	59,548	59,868
11	59,663	60,363	60,663	61,109	61,463	61,783
12	62,036	62,736	63,036	63,536	63,836	64,156
13	64,057	64,757	65,057	65,557	65,857	66,177
14	66,494	67,194	67,494	67,994	68,294	68,614
15	68,994	69,694	69,994	70,494	70,794	71,114
16	72,543	73,243	73,543	74,043	74,343	74,663
17	76,118	76,818	77,118	77,618	77,918	78,238
18	79,722	80,422	80,722	81,222	81,522	81,842
19	85,671	86,117	86,417	86,917	87,217	87,537

YEAR 3
2019-20 Beverly Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
0	-	-	-	-	-	-
1	49,600	50,300	50,600	51,100	51,400	51,720
2	49,785	50,485	50,785	51,285	51,585	51,905
3	49,970	50,670	50,970	51,470	51,770	52,090
4	50,155	50,855	51,155	51,655	51,955	52,275
5	50,523	51,223	51,523	52,023	52,323	52,643
6	50,992	51,692	51,992	52,492	52,792	53,112
7	52,368	53,068	53,368	53,868	54,168	54,488
8	53,993	54,693	54,993	55,493	55,793	56,113
9	55,878	56,578	56,878	57,378	57,678	57,998
10	57,752	58,452	58,752	59,252	59,552	59,872
11	59,667	60,367	60,667	61,113	61,467	61,787
12	62,040	62,740	63,040	63,540	63,840	64,160
13	64,061	64,761	65,061	65,561	65,861	66,181
14	66,498	67,198	67,498	67,998	68,298	68,618
15	68,998	69,698	69,998	70,498	70,798	71,118
16	72,547	73,247	73,547	74,047	74,347	74,667
17	76,122	76,822	77,122	77,622	77,922	78,242
18	79,726	80,426	80,726	81,226	81,526	81,846
19	86,421	86,867	87,167	87,667	87,967	88,287

APPENDIX C: EXTRA-CURRICULAR SALARY GUIDE

	2017-18	2018-19	2019-20
TIER 1			
Boys Basketball	\$2,284.00	\$2,352.00	\$2,426.00
Girls Basketball	\$2,284.00	\$2,352.00	\$2,426.00
Cheerleading	\$2,106.00	\$2,163.00	\$2,217.00
TIER 2			
Music Coordinator	\$1,139.00	\$1,173.00	\$1,210.00
Safety Patrol Advisor	\$1,051.00	\$1,079.00	\$1,106.00
School Newspaper Advisor	\$1,051.00	\$1,079.00	\$1,106.00
Student Council Advisor	\$1,139.00	\$1,173.00	\$1,210.00
Yearbook Advisor	\$1,051.00	\$1,079.00	\$1,106.00
TIER 3 (20 hours)			
Drama	\$702.00	\$721.00	\$739.00
Advisor (occurs up to 20 students enrolled)	\$762	\$785	\$810
Assistant Advisor (occurs when 21 or more students enrolled)	\$762	\$785	\$810
TIER 4 (less than 20 hours)			
Fall Intramurals	\$528.00	\$542.00	\$556.00
Spring Intramurals	\$528.00	\$542.00	\$556.00
Special Head Teacher/Disciplinarian per Hour	\$35.04	\$35.99	\$36.89
Club & Activities	\$38.11/hour	\$39.26/hour	\$40.49/hour

**APPENDIX D: HEALTH INSURANCE WAIVER
BEVERLY CITY BOARD OF EDUCATION
HEALTH INSURANCE WAIVER**

For the consideration recited below, the undersigned employee, (the "Employee") and the Beverly City Board of Education ("Board") agree as follows:

1. Waiver: The Employee waives coverage under the Board's Health Insurance Plan ("Plan"), which is currently provided to the Employee. The Employee shall not be entitled to health benefits which have been specified under "Coverage Opting Out" on Page 2 of this waiver. In addition, the waiver of these benefits involves certain additional restrictions and certain risks, as outlined in this agreement and explained below.
2. Term: The waiver of coverage shall take effect. It is understood that this waiver shall be effective until revoked. In the event of a change in circumstances, the Employee will be allowed to revoke this waiver and re-enroll, subject to restrictions, as outlined below.
3. Pro-Ration: Employees who begin employment during course of the year (September 1-June 30) will be allowed to waive coverage as of the first day on which their coverage would begin, had it been elected. The Employee will then receive the payment indicated below, pro-rated for the partial year. An Employee who separates from service during the year in which a waiver is in effect will receive a pro-rated payment amount.
4. Consideration: The Employee shall receive, in consideration of the waiver of coverage stated below, an amount equal to 50% of the amount of the insurance premium saved by the Board as a result of the Employee's waiver of coverage. So long as the District is in the SEHBP Program, in accordance with applicable law for waivers filed after May 21, 2010, the District will provide for payment of the lesser of 25% of applicable premium saved or \$5,000 as consideration for the health benefits waiver of coverage as stated below. The payment to the Employee will be taxable and will be included in the income of the Employee for the year in which the payment was made. Payment shall be made to the Employee in two lump sum payments made December 30 and June 30.
5. Indemnification: The Employee knowingly makes this waiver and agrees to unconditionally indemnify, defend, save and hold harmless the Board and the Association from and against any and all liabilities, losses, damages, costs and expenses, which the Board and/or the Association incurs or may incur as a result of this waiver.
6. Reinstatement: The Employee may be reinstated in the Plan during the enrollment period or for a qualifying event by revoking this waiver, notifying the Board of the Employee's revocation as well as the Employee's intention of seeking reinstatement. However, the Employee will not be allowed to opt back out of the Plan for a period of thirty (30) days. The Employee must execute any forms reasonably required by the Board, or the insurance carriers, to begin reinstatement procedures. The Employee acknowledges that the Plan may have been terminated or altered during the period in which this waiver was in effect. The Employee's renewed participation in

the Plan is also subject to any approval required by the insurance carrier, including any extensions dictated by that carrier for any pre-existing conditions.

7. Cooperation: The Employee agrees to cooperate with the Board, both in the execution of this form and in the administration of any changes to the Employee's status regarding the Plan.

8. General: This agreement shall be binding on the Employee, those who would be entitled to the Employee's benefits through the application of any federal or state law, the Employee's respective legal or personal representatives, heirs, executors, administrators, successors and assigns. In the event that any one or more the provisions in this agreement shall be held to be invalid, the agreement shall be construed as if such invalid provision has been excised. This agreement constitutes the entire agreement of the Board and the employee with reference to the subject matter contained herein. The agreement may not be modified, altered or amended except by a writing executed by the Board and the Employee. This agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

9. Payment to Estate: In the event an Employee who has waived coverage dies during the course of year, payment on a pro-rated basis shall be made to the Employee's estate.

Having read the Waiver of Healthcare relative to the Voluntary Waiver Incentive Plan for Insurances, I hereby make the following waiver:

IN WITNESS WHEREOF, THE EMPLOYEE HAS EXECUTED THIS WAIVER AS OF THE DAY OF _____, 20__.

Coverage Opting out: Medical ___ Prescription ___ Dental ___

Type of Coverage (Please Circle): Single *H/W* *P/C* Family

Proof of Other Coverage Provided: (Copy of Insurance Card or other Legal Documentation)

Employee Signature

Date: _____

Employee Name (PRINT)

Date: _____

Association Representative Signature

Date: _____

Association Representative (PRINT)

Board President Signature

Appendix E: Paraprofessional Salary Guide

YEAR 1

*2017-18 Beverly
Paraprofessionals*

Salary Guide

Step	Hourly
0	-
1	12.33
2	12.51
3	12.73
4	12.91
5	13.11
6	13.61
7	14.11
8	14.60
9	15.10
10	15.85
11	16.94

YEAR 2

*Beverly
2018-19 Paraprofessionals*

Salary Guide

Step	Hourly
0	-
1	12.79
2	12.97
3	13.19
4	13.37
5	13.57
6	14.07
7	14.57
8	15.06
9	15.56
10	16.30
11	17.44

YEAR 3

*Beverly
2019-20 Paraprofessionals*

Salary Guide

Step	Hourly
0	-
1	13.28
2	13.46
3	13.68
4	13.86
5	14.06
6	14.56
7	15.06
8	15.55
9	16.05
10	16.79
11	17.94





9/5/17

10F

I, Annette Barnes, will be resigning from my position as a Para Professional at Beverly City School as of September 18, 2017. This sudden request was decided as soon as I was notified I would be offered a position providing benefits including medical. It is a very hard decision to make as I am a Beverly City School "family" member. I love my involvement with the Beverly City School team. I had to make the choice for September 18, 2017 or job/career would be rescinded.



Annette Barnes



Oct. 10th - last day
(or sooner)

Dahlia Morales Buividas
221 Maureen Drive,
Cinnaminson, New Jersey 08077

September 11, 2017

10G

Ms. Elizabeth Giacobbe
School Superintendent/Principal
Beverly City School District
601 Bentley Avenue,
Beverly City, NJ 08010

Dear Ms. Giacobbe:

Greetings!

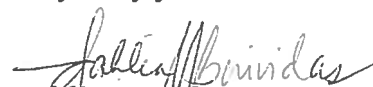
I would like to inform you that I am resigning from my position as Paraprofessional, effective October ~~02~~ 10, 2017.

It has been 2 years since I became part of the Beverly City School District. I have gathered memorable experiences, which are now part of my life. It has been a great opportunity for me as well as a challenge for my career. I am very grateful because my experiences at Beverly City School made me a better person and a better educator.

I would like to take this opportunity to thank the Beverly City School Family most especially to our School Superintendent/Principal for allowing me to become a part of the institution. Thank you very much for the opportunities I've had while with the school and I appreciate the support you have provided.

Thank you very much and more power.

Very truly yours,


Dahlia Morales Buividas
Paraprofessional



INDEPENDENT CONTRACTOR AGREEMENT FOR SCHOOL LIBRARY SUPPORT AND MENTORING

This Independent Contractor Agreement (Agreement) is made by and between the **BEVERLY CITY SCHOOL DISTRICT** (District) and **AMY PENWELL** (Consultant), as of the 8th day of September 2017. Ms. Penwell agrees to serve as a consultant to the District and the District's School Library Substitute (Substitute) for the 2017-2018 school year. For performing the responsibilities listed below, Ms. Penwell has agreed to stipend compensation of \$4,000.00, payable in quarterly installments.

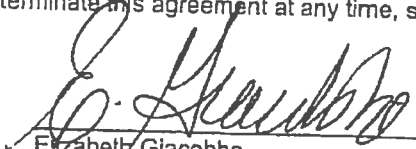
District and Consultant agree that Consultant is an independent contractor and is not and will not be deemed an employee of the District. District will not provide medical insurance coverage or employee benefits of any kind to the Consultant. The Consultant shall determine and control the method, manner, and timing in which services are performed, subject to the reasonable scheduling and location requirements of the District and Substitute, and subject to the stipulation that no fewer than the equivalent of eight (8) school days of service will be completed on site throughout the school year. District and Contractor agree to comply with all federal and state tax law and other legal requirements applicable to the amounts paid by District to the Consultant, including reporting such payments to the appropriate government agencies.

The Consultant will work closely with the Substitute to support and enhance the school library media program provided to District's students and staff. The Consultant's responsibilities under this Agreement include the following:

- Conduct analysis of District's current library collection and provide results to District and Substitute
- Advise District and Substitute on resources to enhance the print and digital collection of the District's School Library Media Center.
- Provide Destiny database management support to Substitute, including start of the year roll forward and new patron import from District's SMS, and protocols for adding new patrons and materials (note that database clean up of inactive or graduated patrons and incorrect/incomplete catalog records is excluded from this Agreement)
- Advise Substitute of library management best practices, including student confidentiality; circulation, overdue, and holds management
- Advise Substitute on lesson plan resources to best support student engagement and learning
- Advise Substitute on best practices for supporting student free reading using print and digital resources
- Provide accurate weekly logs of all support and advisory activities, and the method used to deliver same (on site, email, phone, or in person off/on site), and time spent delivering same.

The District and Consultant agree that the scope of services outlined in this agreement is subject to review and renegotiation at mid-year. Services and stipend are subject to review and renewal at the end of the school year. District or Consultant may terminate this agreement at any time, subject to a 30 day written notification period.


Amy Penwell
Independent Contractor


Elizabeth Giacobbe
Beverly City School District

This Independent Contractor Agreement was signed by the above parties on

Sept. 8, 2017



District Fingerprint Approved Substitutes 2017-2018

10M

<u>Last Name</u>	<u>First Name</u>	<u>District Fingerprints Approved</u>	<u>Certificate Expiration</u>
Atkinson	Kristin	Delanco	Pending
BEEBE	DANIELLE	Edgewater Park	9/21/2021
BIEHN	PATTI	Beverly, Delanco, Edgewater Park	Never
BOYLE	KRISTINE (N)	Delanco	9/28/2021
BROWN	DEBRA (N)	Beverly, Delanco, Edgewater Park, Riverton	6/8/2021 (5/31/18)
BROWN	LAURA	Beverly, Delanco, Edgewater Park, Riverton	Never
BUTLER	DONNA	Beverly, Delanco, Edgewater Park	10/5/2020
CABASQUINI	BRANDIE	Delanco, Edgewater Park	Never
CALLAHAN	MAGGIE	Edgewater Park	4/17/2022
CARTY	LAURIE	Beverly, Delanco, Edgewater Park, Riverton	3/1/2022
CASTELLI	JAMES	Beverly, Delanco, Edgewater Park	Never
CHANG	CHRISTINA	Delanco	10/14/2021

<u>Last Name</u>	<u>First Name</u>	<u>District Fingerprints Approved</u>	<u>Certificate Expiration</u>
COLLAZO	RENEE	Beverly, Riverton	1/15/2021
COLLINS	BARBARA	Beverly, Delanco	1/2/2020
COOPER HARRIS	JOAN	Beverly, Edgewater Park	Never
CROSS	ROSANN	Riverton	Never
DANIELS	CARRIE k-8	Delanco, Edgewater Park	Never
DEATORE	KIMBERLY	Beverly, Delanco, Edgewater Park, Riverton	5/12/2022
DECHNIK	SUSAN HOME	Riverton	Never
DEY	PRATIBHA	Delanco, Edgewater Park	8/1/2021
DYCH	JAMES	Beverly, Delanco, Edgewater Park, Riverton	10/17/2021
EKELBURG	KIMBERLY	Delanco, Edgewater Park	11/20/2019
FUSCO	SALLY (N)	Delanco, Edgewater Park	3/6/2020
GRIMES	JOANNE	Delanco, Edgewater Park	6/25/2019
HARRIS	KEN	Delanco, Edgewater Park, Riverton	3/24/2020

<u>Last Name</u>	<u>First Name</u>	<u>District Fingerprints Approved</u>	<u>Certificate Expiration</u>
HAWTHORNE	FELICIA	Beverly, Delanco, Edgewater Park, Riverton	4/20/2021
HEALY	REBECCA	Delanco	06/16/2022
HILL	EDNA	Beverly, Delanco, Edgewater Park	4/1/2020
JACKSON	JOANNA	Beverly, Delanco, Edgewater Park	8/10/2021
JACKSON	TROY	Delanco, Edgewater Park	2/15/2018
JACOBSEN	JUDY	Riverton	Never
JENNINGS	DORIS	Delanco	9/22/2020
JIAMPETTI	GARY	NONE (Grandfathered in Edgewater Park)	Never
JOHNSON	DAVID	Beverly, Delanco, Edgewater Park	Never
KAMINSKI	LEE ANN	Beverly, Delanco, Edgewater Park, Riverton	Never
KELLEY	BELINDA	Edgewater Park	3/27/2018
LAMPLUGH	CATHERINE	NONE	9/6/2021
LEBON	CARLA (N)	Edgewater Park	Never

<u>Last Name</u>	<u>First Name</u>	<u>District Fingerprints Approved</u>	<u>Certificate Expiration</u>
LIPPINCOTT	MARILYN	NONE (Grandfathered in Riverton ONLY)	Never
MALINOWSKI	JASON	Delanco	1/23/2022
MAURER	NICOLE	Beverly, Edgewater Park	Never
MC BREATHY	MAUREEN	Delanco, Beverly	1/30/2019
MC GETTIGAN	CONNOR	Delanco	2/5/2021
MC RAE	CRYSTAL/ Ken	Edgewater Park	Never
MCNALLY	DANIELLE (N)	Beverly, Delanco, Edgewater Park, Riverton	4/5/2021
Miranda	Daniel	Beverly	2/1/2022
MULHERN	JOHN	Delanco, Edgewater Park, Riverton	10/31/2021
MURRAY	CRYSTAL	Delanco, Edgewater Park	3/4/2021
NEMETH	JOHN	Beverly, Delanco, Edgewater Park	3/11/2018
NEMETH	KAREN (N)	Beverly, Delanco, Edgewater Park, Riverton	5/2/2021
NILES	CRISTA (N)	Delanco, Edgewater Park	11/18/2020

Last Name First Name District Fingerprints Approved Certificate Expiration

NILSEN	ALEXANDRIA	Delanco, Edgewater Park	Never
O'HARE	ELIZABETH	Edgewater Park	9/23/2018
PAHL	(MARY) DIANE	Beverly, Delanco, Edgewater Park	2/20/2019
PATTERSON	MARY	Delanco	1/23/2018
PERICE	LINDA	Beverly, Delanco, Edgewater Park, Riverton	8/18/2021
PERRY	CAROLYN	Grandfathered in Edgewater Park	9/24/2018
PLOWMAN	WILLIAM	Delanco	8/11/2019
RAUE	JENNIFER (N)	Edgewater Park	5/2/2021
RIZZO	GREGORY	Beverly, Delanco, Riverton	2/2/2020
ROBINSON	MICHELE	Edgewater Park	Never
ROBINSON	RHEALIA(N) N	Delanco, Edgewater Park	4/11/2021
ROPER	RACHEL	Beverly, Delanco, Edgewater Park, Riverton	11/23/2021
SANDERS	CRAIG (N)	Edgewater Park, Riverton	8/10/2021

District Fingerprints Approved Certificate Expiration

Last Name First Name

SANDERS	MONICA	Beverly, Delanco, Edgewater Park, Riverton	3/4/2021
SCOTT	CHRISTOPHEF	Beverly, Delanco, Edgewater Park, Riverton	4/11/2021
SCOTT	GERALD	Beverly, Delanco, Edgewater Park	8/4/2019
SHINN	SARAH	Delanco, Edgewater Park	10/14/2020
SHIVELY	LISA (N)	Beverly, Delanco	5/31/2017
SLOAT	STACEY	Delanco and Edgewater Park	Never
SNOWDEN	PAULINE	Delanco, Edgewater Park	6/27/2018
SPENCE	DIANE	Beverly, Delanco, Edgewater Park, Riverton	4/8/2019
STEWART (Nurse)	MARY	Beverly, Delanco, Edgewater Park, Riverton	4/4/2022
TATTI	KATHY	Beverly, Delanco, Edgewater Park	Never
THORN	RENEE'	Beverly, Delanco, Edgewater Park	07/24/2019
VAN ZYL	PAMELA (N)	Delanco	11/20/2019
WENZKE	DONNA	Riverton	12/20/2018

Last Name

First Name

District Fingerprints Approved

Certificate Expiration

WILHELM BARBARA (N)

Riverton Never

WINKELSPRECHT JOSEPH

Delanco Never

YANSICK KATHLEEN (N)

Riverton 8/12/2021

YOUNG CHRISTINE

Delanco, Edgewater Park, Riverton 8/4/2020

ZITZLER MARYELLEN

Grandfathered by Edgewater Park Never



2017–2018

11D



Faculty/Staff Handbook

Carefully read the Student/Parent Handbook as information is not duplicated in this Staff Handbook and you are responsible for knowing and adhering to policies and procedures found in each. Memos have also been included in your opening packet to provide further explanations of specific policies and procedures. All Board of Education Policies and Regulations are accessible from our website.

Print a copy of the last page, sign and return to the main office no later than September 15th.

AHERA Notification 40 CFR 763.93(g)(4), 40

CFR 763.84(c), 40 CFR 763.93(e)(10), 40 CFR 763.84(d)

As a part of the requirements of the Federal "Asbestos Hazard Emergency Response Act" legislation, the Beverly City School has conducted an AHERA Inspection and has developed a Management Plan for Asbestos-Containing Materials. In March 2011, a required Surveillance Inspection of the Beverly City School was conducted. The results of this inspection confirmed that these materials do not pose any immediate threat and will not in the foreseeable future as long as they continue to be properly maintained. The Inspection and Management Report are on file in the Board and Chief School Administrator's offices and are available to anyone for their inspection. Please be assured that the Beverly City Board of Education administration treats the various environmental issues seriously and will continue to take every reasonable effort to provide all of the building occupants with a healthful workplace.

ARRIVAL/DISMISSAL

All faculty are required to be signed in no later than 7:55 AM. All faculty are required to remain in the building until 3:15 PM unless there is a faculty meeting. All other staff are required to be signed in per their designated schedules.

ATTENDANCE

Student attendance must be submitted, on-line through Genesis, to the Main Office each morning NO LATER THAN 8:30 AM. Call the Main Office if there are any changes (students leaving or showing up) after lunch. Any student that enters homeroom after 8:15 AM is considered late. It is essential that accurate records be kept on this. Please keep parent notes regarding absences through the end of the year as they may be used to verify excused or unexcused absences; all doctor's notes need to be sent to the main office.

STATE ATTENDANCE CODES:

- 1 - Full day's absence
- 2 - Absent-never attended
- 3 - Excused absence due to religious holiday or "Bring Your Child to Work" day
- 4 - Excused absence from vocational school-residential district closed - no transportation
- 5 - Half-day's absence
- 6 - Suspended
- 7 - Home instruction

BASIC SKILLS PROGRAM PLAN/TITLE I:

Student Selection Procedure

Students are selected for the program based on the following criteria:

- *Standardized Test Scores (state mandated tests)*
- *Report Card Grades*
- *Teacher Recommendation/I&RS referral*
- *Benchmark Assessments*

New students to the district will be considered for the program based on test scores and reports from the previous school.

Parental Involvement - See Policy 9130 Public Complaints and Greivances & 2415.04 Title I – Parent Involvement

Parents of Title I students will be involved in the planning of the Title I Program and will also have the opportunity to evaluate the effectiveness of the program on a yearly basis. A parent meeting will be held each school year to accomplish the following objectives:

- Explanation of Title I Program (Selection Process, Instructional Program, Teaching Strategies, etc.)
- Parent training to help students succeed
- Evaluation of the program

Parents will be notified of students' progress in the program through report card grades in respective subjects/programs. Informal communication – notes, phone calls, conferences, etc. will be done as needed.

The Title I staff will meet on a yearly basis to evaluate the effectiveness of the parental involvement program.

Goals of Title I Parental Involvement

1. To inform parents about the services their children receive.
2. To help parents understand program requirements.
3. To provide parents with information regarding working with their children at home.
4. To receive feedback from parents regarding the Title I Program.
5. To continually evaluate and improve the Title I Program.

Teaching Staff

Fully certified teaching staff members will be assigned to teach Title I programs in the Beverly City School. Title I teachers will also be assigned non-instructional duties on an equal basis with other teaching staff members.

Staff Development

Title I funds will be designated for staff development activities. Professional development activities must be related to Title I students' needs and be part of the District Professional Development Plan.

BUILDING SECURITY

All exterior doors to the building must remain closed and locked **AT ALL TIMES**. Items should not be placed in the exterior doors to prop them open. Furthermore, staff and students should **NEVER** open an exterior door to permit a person access to the building, even if he or she is familiar with that person. All access to the building should be through the front door by the main office. Visitors to the building must report to the main office and sign-in and wear a visitor's badge. As a staff member, it is your responsibility to stop and question visitors without the appropriate badge. These visitors should be directed to the main office to obtain a visitor's badge. Even frequent visitors must follow this procedure.

CERTIFICATE HOLDER 6A:9-17.1(c)

All certificate holders shall report if they are arrested or indicted for any crime or offense to their Chief School Administrator within fourteen (14) calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder must also report to their Chief School Administrator the disposition of any charges within seven (7) calendar days of disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. 6A:9-17.5.

CODE OF CONDUCT – See Student/Parent Handbook

COMMUNICATIONS

The district has provided you with an email address and a voicemail in order to maintain an open line of communication. Email and voicemail must be checked, at a minimum, once daily. All emails and telephone messages need to be responded to within a 24-hour period. Frequent communication is paramount to a child's academic success. We urge you to maintain frequent communication with ALL of your students' parents. You are required to communicate no less than three times per marking period if a student is receiving a C or less (or the equivalent in younger grades) in any subject. This does not include parent/teacher conferences, a letter in the backpack, and/or a note written in the agenda. Sufficient communication includes telephone calls home that are logged, email correspondence that the parent receives and responds to, or any other type that can be verified. Regular calls need to be made to students regarding attendance issues (absences and tardies). Please call home, until you make contact, after every 5 unexcused absence and/or tardy. Middle school teachers will call home for their specific homeroom. After 9 unexcused absence or tardy, please refer to I & RS with all your call logs. I & RS will host a meeting with parent/guardian and teacher. After every 10 unexcused absence and/or tardy truancy papers will be filed with the court. This new system will not preclude the Code of Conduct procedures for handling tardies and absences and the consequences given.

DISCIPLINE

Please see the Code of Conduct in the Student/Parent Handbook. Classroom rules, procedures, and consequences (both positive and negative) need to be established at the start of the school year. These should be posted and reviewed frequently as necessary. Remember: you are the first line of defense and you do not want to relinquish your power unless absolutely necessary. In the rare instance a child is too disruptive, please call the main office and an administrator will be sent to your classroom to assist you. **NO STUDENTS MAY BE THROWN OUT OF YOUR CLASSROOM!** The first time a parent needs to be called due to a child's behavior should not be by an administrator.

Teachers may approach classroom management in a variety of ways but will always strive to be firm, fair, and aware of the pride and dignity of every student. Praise for positive behavior will be specific, genuine, and generous. Any criticism or concern will address the child's behavior rather than the child himself. Rules will be developed to ensure a safe and respectful classroom environment. Our aim is to change behaviors for a lifetime rather than the moment.

DISMISSAL

Please read carefully the Dismissal Procedures listed in the Student/Parent Handbook and on forms sent home on the first day of school. Students need a documented plan. Many students are not picked up in a timely manner at dismissal time. Teachers will no longer be bringing their students to the main office to call home. Please be sure that you have an updated list of telephone numbers with you. Please communicate with the main office to alert Calynn and Andrea of who has not been picked up so we are aware of the parents/guardians to expect. Phone calls home should be made from your classroom telephone. At 3:15 PM, any student not picked up may be brought to the main office.

CP&P

Child Protection and Permanency, CP&P (formerly the Division of Youth and Family Services, DYFS), is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety, permanency and well-being of children and to support families.

CP&P is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment.

The Child Abuse Hotline (State Central Registry) receives all reports of child abuse and neglect 24 hours a day, 7 days a week. Reports requiring a field response are forwarded to the CP&P Local Office who investigates. As a public school employee, you are a mandatory reporter, which means if you suspect abuse or neglect you **MUST** report it. Failure to report can be punishable by law. The hotline to report is 1-877-NJ-ABUSE.

EMERGENCY PLANS

Emergency Plans are to be kept in your room, but the location of said plans reported to the Main Office, via the memo, and are due on September 15th. The plans should include three (3) full days of plans to be used by a substitute in the event your plans are not available. You must have all copies made to support the plans. The location of where these copies can be found must be indicated in your plans. Please include a copy of your class list, your schedule, and a set of procedures for the substitute to follow (e.g., taking attendance, the lunch count, saluting the flag, students with medical problems, basic skills students, emergency drill information, dismissal plans, duties). Please refer to the memo included in your opening packet. These plans need to be updated if used and/or throughout the year to ensure relevance.

FACULTY MEETINGS

Faculty meetings are typically scheduled for Wednesdays at 3:00 PM in the Library. Please do not plan outside appointments or extra curricular activities on those days. Please note the dates in the memo provided and schedule appointments accordingly.

FIRE DRILLS/OTHER EMERGENCY/SECURITY DRILLS

Schools are required to hold a minimum of two of each of the following security drills.

In continuation of the safety and security program in the Beverly City School, we will be conducting unannounced lock-down and fire/evacuation drills. One of each will be conducted within the first 2 full weeks of the school year.

Below are some steps to review with your students as early as possible:

- Students and staff all over the nation are practicing a variety of safety drills in an effort to be prepared for any emergency situation that may arise.
- Although Beverly City School is a very safe place for students and teachers to be, we are constantly working on improving procedures to make it even safer.
- In an effort to be prepared for any school-wide emergency, we are going to begin practicing a number of safety drills. It is very important that students take these drills seriously and listen carefully to their teachers during the drill.
- All students should know what to do if in a bathroom, hallway, or other location during any of the below mentioned drills.
- During a lock-down drill, students will be asked to move in silence to a predetermined safe area of the classroom and wait for instructions from the teacher in charge. In order to alleviate any of the student anxieties, you can use the Three Little Pigs as a reference: sometimes, like in a fire, we need to EXIT the building to stay safe. But other times, like in the Three Little Pigs, we have to stay inside to be safe.

1. FIRE DRILLS/EVACUATION: (Drill 1 per month)

FIRE/EVACUTION DRILL Procedures

- EXITS MUST BE POSTED IN EACH ROOM.
- Teachers should exit with their classes to their designated locations-follow map or exit list.
- Please bring red/green attendance cards during the drill. In a true emergency, all students' items should be left behind so you can evacuate immediately.
- Classrooms should not be locked—just EXIT the building quickly! Doors should be closed!!!
- Attendance should be taken once you reach your final evacuation site (followed by holding up your red or green sign). Then take attendance again once you are back inside the classroom. If you are missing any students inside the classroom, notify an administrator immediately.
- Teachers should lead the students to the designated location; however, please be vigilant of the back of your line.
- The use of cell phones is prohibited during a drill or actual emergency.
- Please remain in quiet straight lines until given the ALL CLEAR signal to return to the building. Please return to the building following the same route.
- Students should remain silent until back in their seats in the classrooms.

2. ACTIVE SHOOTER:

An active shooter or armed assault on school grounds involves one or more individuals' intent on causing physical harm to students and staff. Intruders may possess "weapons," which include but are not limited to: gun(s); assault rifle(s); explosives(s); knife (knives) and including all other edged weapons; or other harmful devices. An active shooter situation is when one or more subjects are believed to be armed/has used/has threatened to use a weapon to inflict serious bodily injury or death on other person(s) and/or continues to do so while having unrestricted access to additional victims; their prior actions have demonstrated their intent to continuously harm others; and their overriding objective appears to be that of mass injury and murder.

LOCK-DOWN DRILL Procedures

Please take the following steps once you hear the following announcement: THERE IS AN INTRUDER IN THE BUILDING. GO INTO LOCK-DOWN IMMEDIATELY. Please note that there is not one designated person making this call so be prepared to hear different voices making the announcement.

- Make a quick check of the hallway and bring any students left in the hallway into your classroom.
- Doors should be locked at all times with the "Door Blok" in place. Remove the "Door Blok" so door is closed and locked.
- Cover the glass in the door.
- Leave the shades as they are.
- Turn off the lights.
- Gather children and yourself away from the doors and windows. Everyone should be out of sight and crouched low to the ground away from the doorway. Children should be instructed to remain silent until the drill is over.

Some important information to keep in mind:

- Once the door is locked, do not open it for anyone.
- Any adult in the hallway needs to go to the nearest safe haven. Doors are not to be unlocked for anyone, even if you recognize the voice.
- Tell your students what they should do if they are not with you when they hear the announcement – hide in a bathroom, etc.
- **DO NOT COME OUT OF LOCK-DOWN, EVEN IF YOU HEAR AN ANNOUNCEMENT. Wait for someone to come and unlock your door. In a real lock-down situation, the police will evacuate you.**

3. EVACUATION (NON-FIRE):

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. A variety of situations may require evacuation ranging from natural events (eg, flooding) to man-made situations (eg, bomb threats, loss of power, gas leaks). All of these events pose a danger to the building occupants.

It is the responsibility of the Chief School Administrator to order an evacuation if the threat is deemed immediate, credible, and reasonable. The Chief School Administrator must also notify emergency responders so that they are aware of the situation and may take appropriate action. If reasonable cause does not exist, the Chief School Administrator should consult with law enforcement and emergency responders about ordering an evacuation of a school building. If law enforcement identifies any situation that would lead a reasonable person to believe that the occupants are exposed to a significant risk or the threats are reasonably confirmed, law enforcement shall order an evacuation.

Regardless of the underlying cause that necessitates the evacuation, it is the responsibility of law enforcement and other emergency services to respond to and to assist in the orderly and safe evacuation of a school building when the need arises. Once an evacuation occurs, law enforcement has the responsibility of advising the Chief School Administrator of the extent of their specific efforts, their findings, and when their efforts are concluded. After considering the information supplied to them by law enforcement, the final decision to reoccupy the facility rests with the Chief School Administrator.

4. BOMB THREAT RESPONSE:

The primary concern in a bomb threat situation is the safety of the building occupants. The Chief School Administrator plays a major role in responding to bomb threats. It is the responsibility of the Chief School Administrator to order an evacuation if the bomb threat is deemed credible and reasonable. If reasonable cause does not exist, the Chief School Administrator should immediately consult with law enforcement about ordering an evacuation of a school building. The Chief School Administrator has 3 options when faced with a bomb threat: 1) assess and decide that the threat is not credible, 2) evacuate the building immediately, or 3) search and evacuate the affected area. When a school has been evacuated and a device has not been found, it is the responsibility of the Chief School Administrator to order the re-occupancy of the school based upon the information provided by law enforcement officials.

It remains the responsibility of law enforcement to take each of these threats seriously, respond to the scene when called, assist in evacuating the school building (if necessary), conduct thorough investigations, coordinate the search of the building, and advise the Chief School Administrator of the findings of the search and status of the bomb threat.

Due to the danger of possible bomb detonation from radio or cell phone transmissions, all radio and cell phones at the scene should be turned off. The Chief School Administrator and the law enforcement official are encouraged to confer with one another when determining their communications protocols. This will ensure safe and efficient handling of school bomb threat events.

All threats must be taken seriously and immediate action taken. When teacher hears "EVACUATE":

- Evacuate the building
- No school bags
- Do NOT use cell phones!

5. SHELTER IN PLACE DRILL Procedures

Once you hear the following announcement:

"SHELTER IN PLACE"

Please take the following steps:

- Make a quick check of the hallway and bring any students left in the hallway into your classroom.
- Instruct students, if they are in the restroom, to return immediately to the closest classroom. Allow students into your room that are not necessarily your students.
- Close your doors.
- You may continue to instruct students, but you MAY NOT allow any children to leave for the nurse, bathroom, or exit for lunch or special.
- NO ONE SHOULD BE IN THE HALLWAYS FOR ANY REASON. This includes teachers on a prep. You must remain in a room during the drill/emergency.
- Once the drill is over, you will hear an announcement that the "Shelter in Place Drill is Over." You may then resume your normal schedule.

GRADES

Refer to the Student/Parent Handbook for specific grading information, interim report dates, report card dates, and marking period dates.

HEALTH OFFICE PROCEDURES

Nurse's Pass

A nurse's pass must accompany every child that is sent to the health office. Please write the passes yourself, specifying the first and last name of the student, the time, and the exact nature of the complaint. Example: John Doe, Mrs. Teacher, 11:00 AM, fell and scraped right knee. Although this sounds like a great deal of work, please bear in mind that it is essential for mandated record keeping. The school nurse will be providing everyone with a Nurse's Pass, which you will need to make copies of and a memo outlining specific procedures.

Health Office Hours

The health office is closed for one hour everyday to administer medications, prep, and lunch. This time has yet to be determined. After the medication schedule is determined an email/memo will be sent notifying you of the time. Please do not send students to the health office during this time. If you are having an emergency, please call the main office.

Student Medical Issues

It is the responsibility of the individual staff member to touch base with the school nurse to educate themselves regarding any medical issues of students within the class.

Physical Education Restrictions

Please send all notes regarding physical education restrictions to the nurse when you receive them. A child excused from physical education may NOT go out for lunch time play.

Every child coming into the classroom with a noticeable injury, including an ace bandage, sutures, a cast, sling, brace, etc. should be sent to the health office before school begins. The nurse will assess the injury and contact the parents to determine removal from physical activity. If a child is wearing a cast, sling, ace bandage, brace, or has sutures, he/she may not be on the playground for any reason.

Worker's Compensation

Any injury to an employee that occurs on school property or while performing job related duties MUST be reported to the building administrator or supervisor IMMEDIATELY by the employee. All injuries must also be reported to the school nurse as soon as possible. It is the responsibility of the employee to notify the compensation carrier.

Bloodborne Pathogens

There are many diseases carried by blood. The two most common are the hepatitis B virus and the human immunodeficiency virus (HIV). Bloodborne pathogens can cause infection by entering your body in a variety of ways, including open cuts, nicks, skin abrasions, dermatitis, and the mucous membranes of your mouth, eyes, or nose. Contaminated surfaces are a major cause of the spread of hepatitis. Hepatitis B virus can survive on environmental surfaces dried and at room temperature for at least 1 week. The key to preventing infection is understanding the danger you face and knowing how to protect yourself.

Five major tactics reduce your risk of exposure to bloodborne pathogens on the job. They include:

- Engineering control
- Work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccine

One of the most effective work practice controls is AVOIDANCE. Use GLOVES and replace disposable single-use gloves as soon as possible. If an infectious material gets on your hands, the sooner you wash it off the less chance you have of becoming infected. Handwashing keeps you from transferring contamination from your hands to other areas. Report any exposure to the school nurse PROMPTLY. All employees will utilize *Universal Precautions*. *Universal Precautions* is an infection control method that requires employees to assume that all human blood and body fluids are infectious. If a child vomits, urinates, or has a bloody nose in your classroom and you need a custodian to clean the area, please call the office and the office will notify the custodian. Do not clean it yourself – do not cover with paper towels.

HOLIDAYS TO BE OBSERVED IN THE CLASSROOM

You must observe each of the following holidays; observation exercises need to be noted in your planbooks. If the actual date falls on a weekend, please observe the Friday preceding the date.

September 13 -
September 17 -
Last Friday in April
June 14

Commodore John Barry Day
Constitution Day
Arbor Day
Flag Day

Last school day preceding:

Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Decoration or Memorial Day
Columbus Day
Veterans Day
Thanksgiving Day

In an effort to help you comply with the United States Constitution and create a school environment that celebrates diversity by respecting differing points of view concerning religion, we offer the following suggestions.

- **General Rule:** When a school does choose to acknowledge the December holidays, it is essential that the school must never appear to endorse religion over non-religion or one particular religious faith over another.
- **Public schools must remain free from activities that could involve religious coercion.** Because of their young age, students are particularly impressionable and susceptible to pressure to conform to the beliefs of the majority. Schools must take care to avoid endorsing the beliefs, practices, or traditions of the majority religion.
- **Schools must be careful not to cross the line between teaching about religious holidays (which is permitted) and celebrating religious holidays (which is not).** Celebrating religious holidays in the form of religious worship or other practices is unconstitutional. Teaching about a holiday will be constitutional if it furthers a genuine secular program of education, is presented objectively, and does not have the effect of endorsing, advancing, or inhibiting religion.
- **Special school events, assemblies, concerts, and programs must be designed to further a secular and objective program of education and must not focus on any one religion or religious observance.** Thus, religious music or drama may be included in school events, but the reason for including that music must be to advance a secular educational goal. Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.
- **Religious symbols are not appropriate seasonal decorations in public schools.** The classroom and school premises are the place where children spend the majority of their day. It is important that all students feel comfortable and accepted in their school. Symbols of religious holidays may make some students uncomfortable and unwelcome because their holidays and traditions are not represented or because they do not celebrate religious holidays at all.
- **In an effort to be ecumenical, it is not advisable to rely on information provided by a representative child of a minority religion.** Students should not be put on the spot to explain their religious (or cultural) traditions. The student may feel uncomfortable and may not have enough information to be accurate. Moreover, by asking a student to be spokesperson for his/her religion, the teacher is sending a signal that the religion is too "exotic" for the teacher to understand.
- **Remember: diversity includes religious diversity.** In designing holiday programming, it is essential to keep in mind that the children entrusted to your care likely have widely divergent religious points of view. The way you approach the December holidays will determine whether those children whose religious views fall outside of the majorities are made to feel welcome and comfortable in their school building or whether they will feel as if they do not belong.

IEP & 504's

In accordance with state law, teachers are responsible for reading and implementing the individualized education program (IEP) of all classified children and 504 plans for children in their classroom. They are confidential. All modifications are to be implemented carefully and accurately. Special area teachers are required to read all IEPs and sign-off with Ms. Lynn Cole acknowledging that you have read these documents and are responsible for implementing all of the required accommodations.

INTERNET ACCEPTABLE USE FOR FACULTY/STAFF

FACULTY/STAFF RESPONSIBILITIES:

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA), the District filters Internet access on all devices capable of accessing the Internet. The District recognizes that no technology measure can block 100% of the undesirable content, and emphasizes the importance of staff supervision in monitoring student use. It is also the responsibility of all staff to:

- Guide students in the selection and evaluation of educational materials.
- Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
- Help students develop safe practices while learning in an online world, particularly when the educational experience involves chat rooms, email, and other forms of direct electronic communications.

UNACCEPTABLE USES OF THE INTERNET/WIRELESS

1. General school rules for behavior and communications apply to the use of telecommunication systems, including those regarding sexual harassment. The telecommunications system should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. End-users shall not disclose the personal information of minors without authorization.
3. The use of telecommunication systems to access and/or distribute objectionable material is prohibited. Prohibited material includes that which is pornographic, material harmful to minors, and/or obscene.
4. The use of telecommunications systems for illegal activity is prohibited.
5. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks.
6. Telecommunication systems shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way.
7. End-users shall not use District telecommunications systems for business or commercial purposes.
8. End-users shall not use telecommunications systems to gain or attempt to gain unauthorized access to internal or external systems.
9. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts.
10. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
11. End-users shall not use the Internet for personal purposes (personal purposes may include but are not limited to: hotel/trip reservations; accessing personal emails; shopping) except for before (7:55 AM) and after school (3:15 PM) or during your assigned lunch period.
12. Workstations or devices using the school's wireless Internet network, including those owned by staff, are subject to the Internet User Contract adopted by the Board of Education. By choosing the school's wireless internet service, staff agree to abide by the terms of this policy.
13. Printing and file saving to the Beverly network is not available to guest wireless users.
14. Portable devices owned by staff may access the internet. The school reserves the right to apply certain conditions to wireless internet sessions. Examples of such conditions include but are not limited to: bandwidth usage limits, concurrent user limits, and filtering.
15. All wireless sessions are filtered. Staff are required to abide by the school's policy and not disable any filtering software.
16. The school is not responsible for any personal electronic equipment. Technical assistance is not available to users for configuration of personal devices to gain access to the wireless network.
17. The Beverly City Board of Education makes no guarantee with regard to network availability and does not guarantee a secure connection. Staff using the school's wireless internet service agree that the Board of Education will not be held liable for any damage to personal hardware or software, or for virus infections or other consequences caused by downloads while using the network. Staff agree to indemnify and hold the Beverly City Board of Education harmless from any and all liability.
18. Staff members may be held liable if they, knowingly or not, compromise the network with a virus or hacker program with their own equipment.

INTERVENTION & REFERRAL SERVICES (I&RS)

Students experiencing academic and/or behavioral difficulties may be referred to the Intervention and Referral Services (I&RS). This committee meets monthly and consists of the following members:

- Ms. Kerri Lawler
- Ms. Peg Gunkel
- Ms. Caitlin Stone
- Ms. Lois Harmon
- Ms. Chelsea Light
- Ms. Joanne Mills

The purpose of the committee is to brainstorm solutions for students' behavioral, academic, and health issues that are impeding their success in school.

Referring Teacher Checklist

Teachers are encouraged to refer students to the I&RS team after following these steps.

1. Contact your grade level liaison to schedule a liaison team meeting.
Pre-K through 2nd -- Dorann Foglio
3rd & 4th -- Anneliese McCloskey
Middle School -- Melanie Kranz
Related Arts -- meet with the student's grade level liaison
2. At that meeting, develop an action plan with your liaison and your liaison's team. See below for team list.
3. Distribute the action plan to the teachers who are involved with this student.
4. Follow the action plan and track the data associated with your action plan for at least three weeks.
5. If the interventions in the action plan are unsuccessful, then obtain an I&RS initial referral packet from the main office and complete.
6. Return the initial referral packet by the date listed on the calendar on the opposite side of this document. In addition, turn in liaison action plan with data collected.
7. Triage will assess all forms and notify you of your student's status.

LESSON PLANS

Please make weekly plans available through Oncourse on Mondays. Please refer to the memo in your opening packet with all requirements. Plans should contain 3-part objectives, activities, and evaluation for all subjects. They need to indicate the NJ Student Learning Standards for each subject area. Revised plans are due 24 hours following a revision request. Email administration to say the plans have been revised.

LUNCHTIME

Teachers and staff are expected to sign out/in at the Main Office when leaving the building at lunchtime. Teachers and staff should not leave the building at any other time.

PEANUT/TREE NUT ALLERGY

You will receive a memo from the nurse regarding students having severe peanut/tree nut allergies.

PERSONAL BELONGINGS

Please lock your classroom when you leave! Do not leave any money or items of value in your desk drawers at any time. Please remember to be careful of purses (don't leave them around). If you have collected money for any event, you must have it placed in the Main Office on the SAME day it is collected.

PERSONAL DAY REQUESTS

Please complete the Personal Day Request Form at least 24 hours prior to the date you wish to be absent. No personal days will be granted the day before or the day after a vacation or long weekend. Any staff member absent on the day before or after a vacation may be requested to submit a doctor's note. Any staff member absent 3 or more days may be required to submit a doctor's note.

POLICIES

A brief description of policies may be found in the appendix attached. The full set of policies are available for your access online at www.beverlycityschool.org.

PROGRESS REPORTS

If a student is performing unsatisfactorily in any subject, it is essential that parents be notified. Progress Reports should be sent home midpoint into the marking period. (See dates for sending Progress Reports under "Marking Period Dates"). Teachers should also notify parents when students are doing exemplary work.

RECORD KEEPING

Teachers should keep written records of all parent contact, including date and content of telephone conversations or meetings. This should be saved from year to year. Any reports requested (ie, BSI, Academically Talented, student documentation, or curriculum-related matters) need to be compiled neatly and presented in an organized manner.

REIMBURSEMENT

Teachers must fill out a request for purchase for any items they would like to buy before they are purchased. Items purchased without prior approval will not be reimbursed.

REPAIRS

If you need any repairs done in your classroom, please fill out a Maintenance Work Request Form.

REPORT CARDS

See the Student/Parent Handbook. Our parent portal began in September 2013. This should be introduced and demonstrated to ALL parents/guardians on Back-To-School Night. It is your responsibility to ensure that grades are inputted accurately and in a timely manner.

SUBSTITUTE ARRANGEMENTS

ALL STAFF please do the following to obtain a substitute:

1. Call Jacki DiLuzio at the hotline (856-393-8077).
2. You may call anytime and leave a message. The best time to leave a message is in the evening. You may also call before 5:00 AM, but no later than 6:30 AM.
3. In the message, please leave your name, Beverly City School, grade level/subject or another special assignment.
4. If you know of a future absence or personal day, notify the hotline so that they can fill the position in advance.

SUPERVISION OF PLAYGROUNDS, HALLWAYS & CLASSROOMS

Students MUST be under supervision at ALL TIMES. A teacher's absence from his or her area of supervision does not relieve the teacher of responsibility. Absence may be proven as neglect, and the liability then falls on the teacher. The teacher should NOT leave the area in which he or she is supervising students. Remain with your students at ALL times.

TITLE IX

The Title IX Officer for the 2017-18 school year for Beverly City School District is Elizabeth C. Giacobbe.

POLICIES:

#1550 – “Nondiscrimination/Affirmative Action” (Administration)

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

#3370/4360 – “Tenure (Certificated & Non-Certificated)”

The Beverly City Board of Education recognizes that the benefit of tenure is conferred by law on staff members who have completed the requisite period of probationary service in this school district. The Board also recognizes that certain service does not qualify the staff member who performs that service for the grant of tenure.

#3362 – “Nondiscrimination/Affirmative Action”

Affirmative Action

The Beverly City Board of Education guarantees to all persons equal access to all categories of employment, retention, and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information, or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading;

demotion or transfer; recruitment or recruitment advertising; renewal or non-renewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

Sexual Harassment

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any terms or condition of employment of an employee. Sexually harassing conduct committed by nonsupervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

#3150/4340 – "Grievance Procedure Regulation"

In keeping with federal/state antidiscrimination legislation, the Beverly City Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints.

#8320 – "Personnel Records"

Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Beverly City Board of Education recognizes that there is a distinction between those personnel records that are clearly a matter of public concern and those that must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

#3130/4130 – "Assignment; Transfer (Certificated & Non-certificated)"

The Beverly City School Chief School Administrator shall make staff assignments and transfers in the manner best calculated, in his/her judgment, to enhance the educational program.

#3222 – "Supervision (Certificated)"

The Beverly City Board of Education acknowledges that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Core Curriculum Content Standards.

#3222 – "Evaluation (Certificated)"

The Beverly City Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

#3112 – "Reduction In Force/Abolishing a Position"

The Beverly City Board of Education has the right under state law to abolish unilaterally any existing position in whole or in part and to reduce the number of employees in any category for reasons of economy, reduction in the number of pupils, change in the administrative or supervisory organization, change in the educational program or other good cause.

#3142 – "Nonrenewal"

The Beverly City Board of Education shall renew the employment contract of a nontenured teaching staff member by a recorded roll call majority vote of the full board only upon the recommendation of the Chief School Administrator. A nontenured teaching staff member who is not recommended for renewal by the chief school administrator shall be deemed nonrenewed. Written notice of nonrenewal of employment will be sent to the employee by the Board Secretary. This notice will be given by the date specified by law.

#3150 – “Standards for Staff Discipline (Certificated & Non-Certificated)”

The Beverly City Board of Education directs all staff members (teacher and support staff) to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies, and regulations will be subject to discipline.

#3152/4152 – “Withholding an Increment (Certificated & Non-Certificated)”

Advancements on the salary guide, including annual employment and adjustment increments, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee’s performance of assigned duties, a satisfactory attendance record, and adherence to the rules of this district and high standards of professional conduct.

#3214 – “Conflict of Interest”

An employee of the Beverly City Board of Education shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of his/her duties.

#3216 – “Conduct and Dress”

The Beverly City Board of Education expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

#3281 – “Inappropriate Staff Conduct Procedure Regulation”

Inappropriate conduct by a school staff member will not be tolerated by the Beverly City Board of Education. The Policy and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

#3218 – “Employee Substance Abuse”

General - All Employees

The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action, which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the Beverly City Board of Education.

#3437 – “Military (Certificated & Non-Certificated)”

The Beverly City 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. Any permanent or full-time 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.

#4211 – “Recruitment, Selection & Hiring”

The Beverly City Board of Education shall appoint all staff members only from nominations made by the Chief School Administrator. All appointments shall be by recorded roll call majority vote of the full membership of the board. The Chief School Administrator shall adhere to the following in recruiting and interviewing candidates – see policy for details.

#4220 – “Supervision (Non-Certificated)”

The Beverly City School Chief School Administrator shall ensure development of procedures for observation and supervision of all employees so that optimum support is provided for the educational program.

#4220 – “Evaluation (Non-Certificated)”

The Beverly City School Chief School Administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

#5500 – “Conduct/Discipline”

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. See policy for details.

#5512 – “Harassment, Intimidation and Bullying”

The Beverly City Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment; and since pupils 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.

#2416/5752 – “Married/Pregnant Pupils”

No pupil, whether married or unmarried, who is otherwise eligible to attend the district’s school shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

#5751 – “Sexual Harassment of Pupils”

The Beverly City Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in sexual harassment by school employees, other pupils (peers), or third parties.

#2260/5750 – “Equal Educational Opportunity”

The Beverly City School District shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

#5750/5755 – “Nondiscrimination/Affirmative Action” (Instructional)

No pupil enrolled in the Beverly City School District shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, nonapplicable disability, or because of genetic information or refusal to submit to or make available the results of a genetic test. The Affirmative Action Team as led by the Affirmative Action Officer shall be responsible for planning, implementing, and monitoring the district’s affirmative action program with respect to school and classroom practices.

#5842 – “Physical Education and Health”

The Beverly City Board of Education directs that the district’s curricular and extracurricular programs of physical education and activities comply with the district’s affirmative action resolution and equity plan for school and classroom practices as stipulated in policy. The Board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the Core Curriculum Content Standards.

#2360/2361 – “Internet Safety and Technology”

The Beverly City Board of Education shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

#2110 – “Extracurricular Activities”

The Beverly City Board of Education believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

#2430/2431 – “Intramural, Interscholastic Competition”

The Beverly City Board of Education considers all competitive extracurricular activities--academic, artistic and athletic--an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

#1540 – “Code of Ethics”

The members of the Beverly City Board of Education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics.

Handbook Compliance Form

2017-2018 School Year

I, _____, the undersigned employee of Beverly City School, do hereby acknowledge that I have read and understand the contents of both the **Student Handbook** and **Staff Handbook** for the school year.

I further understand that I have an obligation to myself and the district to familiarize myself with all of its contents.

Should you have questions regarding this document, please see Ms. Elizabeth Giacobbe or Ms. Kerri Lawler.

Name: _____

Position: _____

Signature: _____

Date: _____



2017–2018

11C



Student/Family Handbook



2017-2018 School Year Calendar

SEPTEMBER 2017

S	M	T	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend:

12:30 PM Dismissal	School Closed
-----------------------	------------------

○ Staff Only

Summary of Student/Staff Days

Month	Students	Staff	Month	Students	Staff
September	17	19	February	18	19
October	21	21	March	21	21
November	18	18	April	15	16
December	16	16	May	21	21
January	21	21	June	14	14
Total			Students - 181		
			Staff - 135		

In the event of emergency closings, the calendar will be adjusted by reducing President's Day Weekend, Memorial Day Weekend, and Spring Recess holiday and/or by adding days in June to fulfill the 180 day State requirement. THE SCHOOL CLOSING NUMBER IS 584.

In-Service Days may be added as deemed necessary by the Board of Education.

* - Added snow days if needed

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

STUDENT AND FAMILY INFORMATION

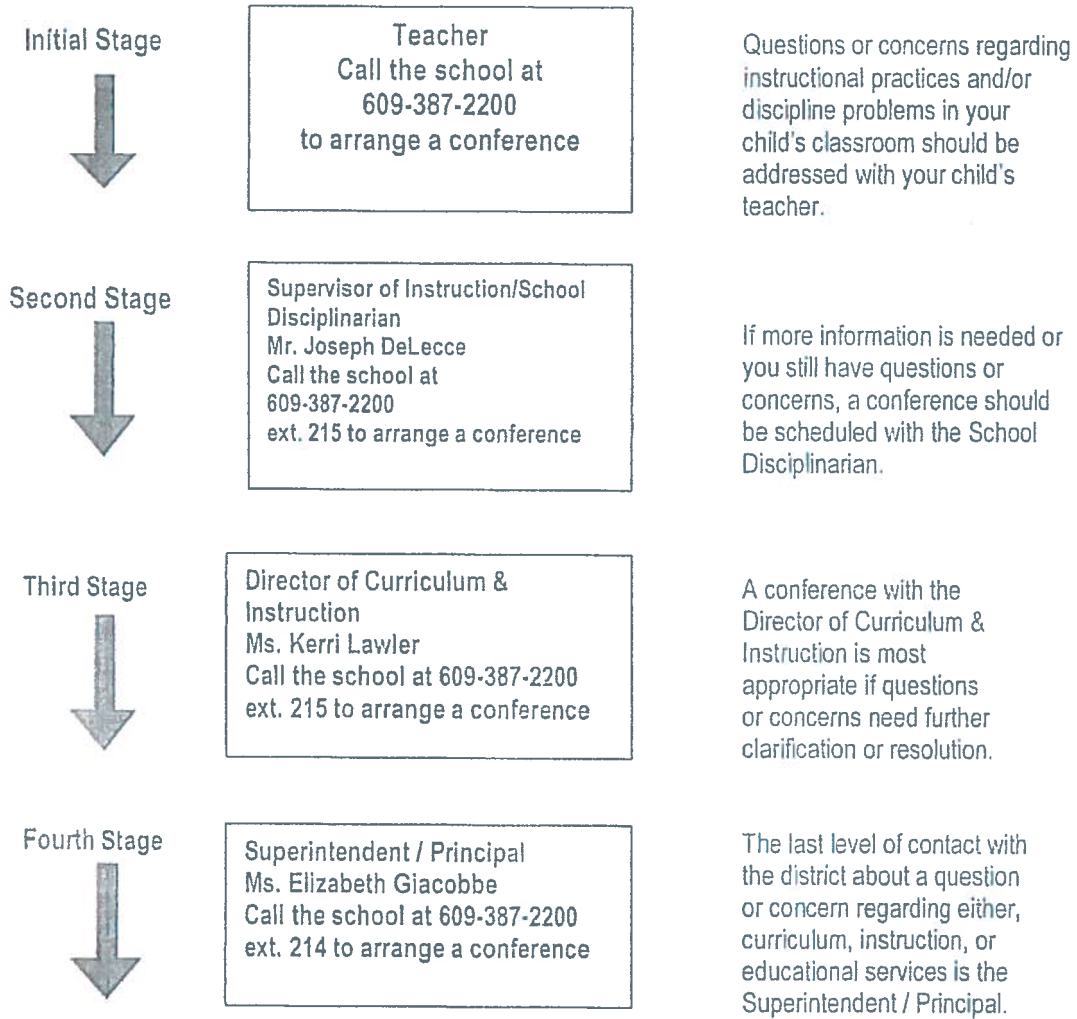
Beverly City School
601 Bentley Avenue
Beverly, New Jersey 08010
Phone: (609) 387-2200 Fax: (609) 387-4447
www.beverlycityschool.org

FACULTY AND STAFF ORGANIZATION

Administration	Title/Room	Ext	Voicemail	4 th Grade	Room	Ext	Voicemail
Elizabeth Giacobbe	Superintendent/Principal	X214	214	Charlene Singer	16	X116	116
Andrea Sanchez-Dollard	School/Superintendent Secretary	X214	214	Lori Genovesi	18	X118	118
Samantha Williams	Clerk Typist/Records Administrator	X215	215	5 th Grade Homeroom (Math)	Room	Ext.	Voicemail
George M. Gahles	Business Administrator	X805	805	Dennis Leigh	25	X125	125
Brian Savage	Staff Accountant/Board Secretary	X805	805	Inez Smith			
Diana Lange	Payroll Clerk	(609)387-1685		5 th Grade ELA/ESL	Room	Ext.	Voicemail
Denise DiGangi	Accounts Payroll Clerk	(609)387-2810		Jodi Gottlieb	22	X122	122
Joseph DeLecece	Supervisor/Disciplinarian	X211	211	6 th Grade Homeroom (ELA)	Room	Ext.	Voicemail
Kerri Lawler	Director of Curriculum & Instruction	X215	215	Larissa Druding	23	X123	123
Child Study Team	Title/Room	Ext	Voicemail	Self-Contained 6 th -8 th	Room	Ext.	Voicemail
Meryl Gill	Director of Pupil Services	(609)387-7269		Melanie Kranz	19	X119	119
Linda Cole	CST Secretary	(609)387-7269		7 th Grade Homeroom (Science)	Room	Ext.	Voicemail
Chelsea Light	Psychologist	X202	202	Wayne Shareef	21	X121	121
Joanne Mills	Social Worker	X200	200	8 th Grade Homeroom (Social Studies)	Room	Ext.	Voicemail
Caitlin Stone	Speech Therapist	X221	221	Glenn Dempster	24	X124	124
Pre-Kindergarten	Room	Ext	Voicemail	Special Education	Room	Ext.	Voicemail
Karen Spratt	3	X103	103	Peg Gunkel	20	X120	120
JoAnn Harmon				Lisa DiPace	20	X120	313
Annette Barnes				Brooke Vermes	11	X111	312
Dorothy Foglio	4	X104	104	Basic Skills	Room	Ext.	Voicemail
Stephanie Petner				Sandy Coyne	11	X111	111
Lisa Scarperia	7	X107	107	Lois Harmon	23	X123	307
Sherry Merrill				Donna Groves	12	X112	315
Kindergarten	Room	Ext	Voicemail	Related Arts	Room	Ext.	Voicemail
Meredith Lokan	1	X101	101	Travis Knauss	Music-Stage	X135	135
Frank Vespe				Brittney Kelley	Art - Rm. 12	X112	112
Michelle Granville	5	X105	105	Kathryn Tipton	PE/Health-Gym	X132	134
Heather Gorney				Donna Butler	Media Center	X133	133
Dahlia Morales				School Nurse	Room	Ext.	Voicemail
Self-Contained K-2 nd	Room	Ext.	Voicemail	Jamie Weller	Nurse's Office	X212	212
Rachel Fox	2	X102	102	Custodians			
1 st Grade	Room	Ext	Voicemail	Tony Davis			
Stefanie Borota	6	X106	106	Bert Jordan			
Nicole Vermes	8	X108	108	George Kelly			
2 nd Grade	Room	Ext	Voicemail	Dale Burroughs			
Cynthia Arruda	13	X113	113	Kitchen	Room	Ext	Voicemail
3 rd Grade	Room	Ext.	Voicemail	Darlene Crabtree	Cafeteria	X217	217
Anneliese McCloskey	15	X115	115	Technology			
Tiffany Odom	10	X110	110	Jack Dooley	computerhelp@beverlycityschool.org		
Self-Contained 3 rd -5 th	Room	Ext.	Voicemail				
Briana McGuckin	17	X117	117				

Contact Flow Chart

Where do I go with a question or concern?



ACADEMIC/BEHAVIORAL ELIGIBILITY STANDARDS

All students will begin each school year with a fresh start. The first report that may affect a student's eligibility will be First Marking Period Interim/Progress Reports.

Probation

- A student is considered on probation if they have one or more markings of D+, D, and/or D- on an interim report or report card in ANY subject.
- The student's subject area teachers; as well as, their extra-curricular activity advisors will notify the student of their academic standing.
- The student will remain eligible for extra-curricular activities and privileges (dances, trips, etc.) while on probation.

Ineligible

- A student is considered ineligible if they have any marking of F on an interim report or report card. A student is also considered ineligible if they have any grades of D+, D, and/or D- that have remained the same or decreased from one interim report or report cards to the next given report.
- The student's subject area teachers; as well as, their extra-curricular activity advisors will notify the student of their academic standing.
- The student will remain eligible for extra-curricular activities and privileges (dances, trips, etc.) while ineligible until the next formal report.

ARRIVAL/DISMISSAL

ARRIVAL - Students purchasing or who are eligible for Free or Reduced breakfast will be permitted inside at 8:00 AM. Please use building door closest to the cafeteria entrance. NO supervision of students will be provided prior to 8:00 AM. Students should NOT be dropped off earlier than 8:00 AM. Only students participating in breakfast should arrive at 8:00 AM. All other students should arrive no later than 8:15 AM. Parents are not allowed to enter the lunchroom for breakfast or line-up. Teachers will be on duty to assist with students' needs. This ensures a safe transition for students to their classrooms.

Students arriving after 8:15 AM will be considered tardy and must report to the main office.

Line up begins at 8:15 AM at all designated areas.

<u>Student Entry</u>			
Pre-K	-	Courtyard	8:15 AM
K - 2	-	School Lunchroom	8:15 AM
3 - 4	-	Main Entrance (Bentley Avenue)	8:15 AM
5 - 8	-	Pine Street	8:15 AM

DISMISSAL - Students will be dismissed out of their designated locations (located below) at 3:00 PM. Students in lower grades will only be released to a parent/guardian. Each year parents are asked to complete a Student Emergency Card (hot pink form). This affords a parent/guardian to identify other appropriate adults who the child is allowed to be released to. These people should be prepared to show photo identification. If, at any time during the year, a new individual arrives to pick up a child and is not identified on the emergency form, the child will not be released without verbal permission from the legal parent/guardian. If you are sending someone to pick up your child, please contact the main office to grant your verbal permission. Again, photo identification should be shown. We appreciate your patience and understanding as we ensure your child's safety.

SAFETY FIRST – MANNERS SECOND!

			<u>Student Exit</u>
Pre-K	-	Courtyard	3:00 PM
K & 1	-	Doors on Melbourne Ave	3:00 PM
2	-	Doors by Cafeteria	3:00 PM
3 – 4	-	Main Entrance (Bentley Avenue)	3:00 PM
5 – 8	-	Pine Street	3:00 PM

BELL SCHEDULE

<u>2017-2018</u>			
<u>PERIOD</u>	<u>TIME (FULL DAY)</u>	<u>EARLY DISMISSAL</u>	<u>DELAYED OPENING</u>
FACULTY ARRIVAL	7:55 AM	7:55 AM	9:55 AM
BREAKFAST	8:00 AM	8:00 AM	10:00 AM
HOMEROOM	8:15 AM – 8:25 AM	8:15 AM – 8:20 AM	10:15 AM – 10:20 AM
PERIOD 1	8:28 AM – 9:14 AM	8:23 AM – 8:51 AM	10:23 AM – 10:55 AM
PERIOD 2	9:17 AM – 10:03 AM	8:54 AM – 9:22 AM	10:58 AM – 11:30 AM
PERIOD 3	10:06 AM – 10:52 AM	9:25 AM – 9:53 AM	11:33 AM – 12:05 AM
PERIOD 4 (LUNCH: Pre-K (in Classrooms), K, 1 st , 2 nd)	10:55 AM – 11:41 AM	9:56 AM – 10:24 AM	12:08 AM – 12:40 PM
PERIOD 5 (LUNCH: 3 rd , 4 th , 5 th)	11:44 AM – 12:30 PM	10:27 AM – 10:55 AM	12:43 PM – 1:15 PM
PERIOD 6 (LUNCH: 6 th , 7 th , 8 th)	12:33 PM – 1:19 PM	10:58 AM – 11:26 AM	1:18 PM – 1:50 PM
PERIOD 7	1:22 PM – 2:08 PM	11:29 AM – 11:57 AM	1:53 PM – 2:25 PM
PERIOD 8	2:11 PM – 3:00 PM	12:00 PM – 12:28 PM	2:28 PM – 3:00 PM
STUDENT DISMISSAL (Pre-K - 8)	3:00 PM	12:30 PM	3:00 PM
TEACHER DISMISSAL	3:15 PM	TBD	3:15 PM

AFFIRMATIVE ACTION

The New Jersey Constitution and implementing legislation guarantees each child in the public school equal opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social economic status.

The Board of Education affirms that every student should be given an equal opportunity to enjoy the benefits and privileges of full participation in all aspects of school life. All persons regardless of race, color, creed, religion, gender, or national origin shall have equal access to all categories of employment of the educational system of New Jersey. All concerns or allegations of denial of equal opportunity or for further information about our Policy and our grievance procedures, please contact the District Affirmative Action Officer: Ms. Elizabeth C. Giacobbe..

ASSEMBLIES/SPECIAL PROGRAMS

Assemblies and other special events are a privilege. Attendance at special programs may be denied to students for inappropriate behavior or to those who have incomplete assignments. This is at the discretion of administration.

ATTENDANCE

Recent changes to our attendance policy reflect those outlined in New Jersey State Law (N.J.S.A. 18A:38-7) which are now in effect for all NJ public schools.

Parents are responsible to ensure that the student attends school regularly and on time.

REQUIREMENTS FOR PRESENCE IN SCHOOL

A student will be considered present he/she has been present at least four hours during the school day. A student not present in school because of his/her participation in an approved school activity, such as a field trip, will be considered to be in attendance.

NOTIFICATION OF ABSENCE

Parents are expected to notify the school of the student's daily absence or of future or anticipated absences by calling the school office prior to the start of the school day (609-387-2200 press #1). The message on the attendance line should include:

- First and last name of the student and spelling
- Grade / Teacher
- Your relationship to student
- Date/s of absence
- Date of return

RE-ADMISSION TO SCHOOL AFTER ABSENCE

A student returning from an absence of any length must present to the school a written statement, dated and signed by the parent or legal guardian, of the reasons for the absence.

A note explaining a student's absence for non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness.

A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.

EXCUSED ABSENCES

- A. Emergency Medical Appointment
- B. Death in Family
- C. Special emergencies such as sudden illness of parent
- D. Religious holidays recognized by the State Department of Education

DEFINITIONS

An "excused absence" is defined as a student's absence from school for a full day or a portion of a day for one or more of the following reasons (please note, an excused absence still counts as an absence on the child's record, regardless of the reason):

- a. The pupil's illness,
- b. Family illness or death,
- c. Educational opportunities,
- d. Excused religious observances,
- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. Section 795 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-23,
- f. The pupil's suspension from school,
- g. The pupil's required attendance in court,
- h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- i. An absence for a reason not listed above, but deemed excused by the district attendance officer, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

"Truancy" is defined as a student's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- a. Leaves school at lunch time without a pass,
- b. Leaves school without permission when school is still in session,
- c. Leaves class because of illness and does not report to the school nurse as directed, or
- d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

An unexcused absence is a pupil's absence for all or part of a school day for any reason other than those listed. Absence is expressly not excused for any of the following purposes. This list is intended to be illustrative and is not inclusive:

- a. Employment other than school-approved work assignments
- b. Family travel
- c. Performance of household or baby-sitting duties

INSTRUCTION and MISSED WORK

Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an excused absence of three or more school days duration. The parent or legal guardian must request such home assignments. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test. A pupil who anticipates an excused absence due to illness of more than two school week duration may be eligible for home instruction in accordance with Policy No. 2412

MANDATED SCHOOL DISTRICT RESPONSE TO UNEXCUSED ABSENCES

If a principal has a concern regarding a student's absences, the Principal will promptly write a letter to the student's parents or guardians expressing the concerns and parents' or guardians' obligations in the law to ensure regular attendance. A copy of this letter will be sent to the district's attendance officer who may file the "five day notices". The Principal will monitor the student's attendance and report problems to the district attendance officer who will take appropriate action to ensure attendance.

If a student accumulates ten absences, excluding documented long-term illness, the Principal will send a letter to the parents or guardians expressing concerns about the absences and their impact on student learning, including potential retention in grade. A copy of the letter will be forwarded to the attendance officer. This procedure will repeat if the student accumulates fifteen absences.

FOUR (4) UNEXCUSED ABSENCES

For up to four cumulative unexcused absences, the Building Principal or designee shall:

- a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
- b. Conduct an investigation of the cause of the each unexcused absence, including contact with the pupil's parent or legal guardian;
- c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

FIVE (5) TO NINE (9) UNEXCUSED ABSENCES

For between five and nine cumulative unexcused absences, the Building Principal or designee shall complete all stages as outlined above including evaluation of the action plan, a revision of the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

- a. Refer or consult with building Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- b. Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
- c. Consider an alternate educational placement;
- d. Make a referral to a community-based social and health provider agency or other community resource;
- e. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
- f. Proceed in accordance with the provisions of N.J.S.A. 9:6 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected; and
- g. Cooperate with law enforcement and other authorities and agencies, as appropriate.

TEN (10) UNEXCUSED ABSENCES

For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

- a. Make a mandatory referral to the court program required by the New Jersey

- Administrative Office of the Courts;
- b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
 - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal status, as required.

SPECIAL EDUCATION STUDENTS

For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. &1400 et. seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. &&794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

TARDY STUDENTS

A student is considered tardy, regardless of the reason, if s/he arrives after 8:15 AM. The Beverly City School Policy of lateness is as follows for grades 3-8:

- Students in grades 3-8 who are late four days in a marking period will serve one general detention
- Students who are tardy eight days will serve two consecutive days of general detention
- After twelve days tardy students will complete a one day session of Saturday School

BREAKFAST AND LUNCH PROGRAMS

The school offers a breakfast and lunch program. The cost is FREE for all students.

Students are permitted into the building at 8:00 AM for breakfast which is served until 8:15 AM. A menu is sent home at the beginning of each month. Personnel are on duty and students are expected to follow the cafeteria / lunch time rules.

Students may bring lunch from home or receive a lunch in our school cafeteria. Monthly menus are distributed at the end of each month for the following month. Parents should review the school menu with their children.

Students are supervised during lunch periods. Staff is on duty in the lunchroom and on the playground.

- **Cafeteria / Playground Guidelines**

Lunchtime is not only a time when students eat their lunch, but they are also afforded opportunities for social interaction with their peers. Students are expected to follow the guidelines below when in the cafeteria and on the playground.

- Students will use inside voices.
- Students will choose a seat with their class and remain seated throughout the lunch period.
- Once seated, students will eat their lunches. Students will not be permitted to participate in other activities such as outside play until their lunch is finished. Food is not allowed on the playground.
- Students will ask permission from a lunchroom assistant before leaving the cafeteria for any reason.

- Students will be permitted outside after eating lunch only if dressed appropriately for the weather.
- Glass bottles are not permitted in the cafeteria.
- Students are responsible for disposing of their own trash and clearing their immediate area on and around the table.
- On the playground, students must go up the ladder and down the slide.
- Students may not jump off playground equipment.
- When the whistle is sounded, children should stop playing and line-up as quickly as possible.
- When re-entering the building, the students should maintain quiet.

BEVERLY SCHOOL DISCIPLINE POLICY

Pupil Discipline/Code of Conduct

The Beverly City Board of Education believes that an effective instructional program requires an orderly school environment. The Beverly City School District is a small institution. It must accommodate pupils in grades Pre-Kindergarten to eight and prepare them for each level of learning. Therefore, clear expectations have been formulated especially for the conduct of all pupils at Beverly City School.

Further explanation is listed in the Code of Conduct which can be found in Appendix B.

Rules provide rights and define responsibilities. As members of the school community, pupils should have full protection of their person and functions. In recognition of this, and to avoid unfair disciplinary action, specific guidelines have been developed. Care was given to the educative function of the school as well as the legal requirements of which charge adults with the protection and care of pupils at school.

When rules are broken, the staff is interested in more than simple discipline. The goal of the school system is to develop positive, constructive pupil behavior, not merely to punish. Therefore, the school will have in place programs which motivate pupils to act in a positive manner and reward and recognize them for their accomplishments.

The Dean of Students implements the established consequences of disciplinary code in grades Pre-K-eighth. It is also the belief of the Board of Education that the best interest of pupils who are served when school officials, teachers, and parent(s) or legal guardian(s) work together on behalf of the pupils. Therefore, all suspensions resulting from the application of the Discipline Code require parental contact and follow-up conferences.

Pupil Right to Due Process

Pupils shall not be deprived of their rights to an education in the Beverly City School District without notice of the charges against them and an opportunity to be heard in their behalf before the person or body with the authority to reinstate them. Each pupil shall be afforded the opportunity of an informal hearing before suspension from school, or if circumstances prohibit, as soon as possible after the suspension.

Administrators shall observe the following rights of due process before a pupil is suspended:

Informal Hearing before the Principal or His/Her Designee

1. Explain to the pupil orally the offense of which he/she is accused.
2. Provide the pupil with an opportunity to be heard and convey other information he/she thinks is relevant.
3. Advise the parent(s) or legal guardian(s) of the pupil.
4. Provide the parent(s) or legal guardian(s) with an opportunity to consult with the Principal or his/her designee.

In addition to the foregoing, if the offense is of a more serious nature, the Principal/Superintendent will make a concerted effort to notify the parent(s) or legal guardian(s) and provide them with an opportunity to be present at the informal hearing or otherwise consult with the Principal or his/her designee.

Students are expected to:

- Know and exercise self-control, positive behavior and good manners.
- Accept responsibility for their actions.
- Respect the rights of others including the right to an education.

Parent(s)/Guardian(s) are expected to:

- Work collaboratively with the school to ensure academic success for their child.
- Demonstrate and model positive behavior and manners.
- Insist on his/her child's regular and punctual attendance to school.
- Exercise respect during all interactions with staff, students, and members of the community.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support for their child.
- Adhere to all policies and procedures of the district.

General Notes

The administration may apply other appropriate discipline beyond consequences described in this policy for good cause. Consequences may include but are not limited to: teacher detention; general detention; lunchroom detention or in/out of school suspension; community services; parent contact; parent presence at school. Parent(s) or legal guardian(s) will be notified through writing, telephone, or emergency contact as appropriate. An administrator has the discretion to revoke privileges afforded to the students for those students who are not compliant with classroom rules, school rules, code of conduct, New Jersey Administrative Code, and Beverly Board of Education Policies and Procedures. This list is not all encompassing. Eighth grade students run the risk of losing all eighth grade privileges, for violation of any of the abovementioned, which include, but are not necessarily limited to: promotion exercises, dinner/dance, culminating trips, etc.

In the case of a suspension, an in-person parent conference is mandatory for a child to be readmitted to school. In the case of chronic misbehavior, such as on the playground, parent attendance may be requested.

A Bystander is a person who observes a conflict or unacceptable behavior. It might be something serious or minor, one-time or repeated, but the Bystander knows that the behavior is destructive or likely to make a bad situation worse. A Bystander may be subject to disciplinary action at the discretion of the administration.

An active bystander takes steps that can make a difference.

First, an active bystander assesses a situation to determine what kind of help, if any might be appropriate. Second, an active bystander evaluates options and chooses a strategy for responding.

Why does a bystander's response matter?

It matters to the person who is or may be harmed in the situation. It indicates to both the offending person and the potentially offended person where the larger community stands.

- If one person does something to another that contravenes community norms or values, such as making a racist remark, and a bystander ignores it, then the offending person may think that such behavior is actually acceptable.
- The offended or harmed person may think that nothing can be done and that s/he will just have to live with such behavior.
- "If a norm is deeply held, its violation should provoke reactions. What sense can we make, then, of the silence of bystanders?"

Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV(A)IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.

DRESS CODE

School Uniform

The Beverly School District is committed to enhancing and providing a safe and secure learning environment for all students. As a result of research, the Policy Committee and the Beverly City Board of Education has adopted a mandatory Uniform Dress Code Policy. The cooperation of parents and student in helping our school maintain high standards and personal pride in each student is appreciated.

The following dress code has been approved by the Board of Education for all grades Pre-Kindergarten through Eighth Grade:

1. Shirts

- a. Colors: Royal Blue, Gold, and White
- b. 3 button shirts with collar short or long sleeve (golf style or Polo)

2. Sweaters and Vests:

- a. Colors: Royal Blue, Gold or White
- b. Crew neck, V-neck or Cardigan over an appropriate shirt, as listed under #1.
- c. Hooded sweatshirts may not be worn to conceal uniforms. Sweatshirts (both hooded and non-hooded) may be worn in the cooler months; however, the colors **MUST** match the uniform colors. Hoods are not permitted to be worn in school. Sweatshirts should **NOT** contain any logos.

3. Pants/Skirts/Jumpers/Shorts:

- a. Colors: Tan/Khaki or Black
- b. Dress pants – **NO COLORED JEANS**
- c. Skirts/Jumpers/Shorts – must be the same colors as listed above and be at or below the knee. Shorts may be worn seasonally, but must fall at or below the knee.

NOTE: Any student with previous colors of Burgundy, Light Blue, or Black shirts will no longer be permitted to use these colors.

Repeat warnings of wearing inappropriate attire will result in General Detention or Suspension.

Students are not permitted to wear hats in the building; however, they may bring them to school to wear during outside activities. Other inappropriate head coverings such as bandanas, sweatbands, caps, do-rags and any other headwear deemed inappropriate are not to be worn during the school day or to school functions, except for medical and/or religious purposes.

The warm weather provides us with an opportunity to go outside on a daily basis after lunch and during outside play. Flip-flops, open backed, open toed, or sandals are not considered acceptable footwear for active outside play, and your child will be asked to sit out. In addition, rollerblade sneakers are not considered appropriate footwear for school.

If a child's dress is deemed inappropriate while attending the school day or other school related events, parents or guardians will be contacted to bring their child a change of clothes.

RELEASE OF STUDENTS

Parents who wish a child to be excused from school early must send a note to the teacher with the child. Early dismissals will be granted in cases involving health (medical or dental appointments that cannot be scheduled outside of school hours, religious instructional classes, and family emergencies). **THE PARENT MUST COME TO THE OFFICE TO GET THE CHILD. NO CHILD WILL BE RELEASED TO ANY PERSON, REGARDLESS OF RELATIONSHIP, WHOM THE CHILD DOES NOT RECOGNIZE.**

Please refrain from signing your child out of school early simply for convenience purposes as this disrupts the learning continuum.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Beverly City School Students are expected to treat each other with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children.

Under New Jersey law, "harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. 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 mental, physical or sensory disability or
- b. By any other distinguishing characteristic; and that
- c. Takes place on school property, any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- d. A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil

All instances of such harassment/bullying must be reported to a Beverly School District employee, classroom teacher and or administrator as stated in Board Policy. The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district's Board of Education policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. Once reported each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are limited to: contacting Superintendent, local authorities, support personnel, Child Study Team, detentions and suspensions when necessary. Victim assistance/support will be provided as well. Contact the Harassment, Intimidation, and Bullying Specialist Mrs. Chelsea Light (Potts)– School Psychologist at (609) 387-2200 ext. 102 or school administration for further information. In an effort to be proactive and to assist the school in identifying concerns there is an anonymous reporting box located in the front vestibule and a hotline to report instances at 609.387.2200 ext. 555.

See appendix for the full policy.

BEVERLY CITY SCHOOL BEHAVIOR EXPECTATIONS

- Code of Conduct – Appendix B of this handbook.
- Classroom Rules are posted in classrooms by individual teachers.

BIRTHDAY PARTIES/CELEBRATIONS

We will strictly be adhering to the Nutrition Policy located further in this handbook; as well as, any allergen restrictions per classroom. In Grades Pre-K through Grade 4, you must make arrangements with your child's teacher in advance

of your child's birthday before any treats are accepted. In order to maintain the academic integrity of our middle school program, no birthday celebrations will be taking place during the school day even in the cafeteria. While we respect, cherish and honor each of the students, the school will not accept any balloons, flowers, etc. and ask that you celebrate with your child at home.

CHANGE OF ADDRESS

It is very important that every student maintains an up-to-date address, telephone number, and emergency contact listing at the school office. Notify the school immediately with proper documentation if you have a change of address or telephone number during the school year.

CHILD STUDY TEAM

What is a Referral?

A referral is the first step in the special education process. It is a formal written request that a student be evaluated by the CST to determine whether a student is eligible for special education and related services or by the speech/language specialist to determine whether a student is eligible for speech services.

Who Can Refer?

Students may be referred to the CST or for a speech evaluation by instructional staff, school administration, parents and/or community agencies. Parents should submit their written request to the Director of Special Services.

When Should a Student Be Referred?

Generally, students who have academic and/or behavioral difficulties are first brought to the attention of the Intervention and Referral Services (I &RS) Committee. This committee will create interventions to address educational difficulties in the general education classroom. Interventions in the general education classroom should be attempted prior to a CST or speech referral.

When interventions in the general education classroom are not appropriate for the student, or when interventions are not effective, the student will be referred to the CST or speech/language specialist for evaluation.

Once a Student is Referred, What Happens Next?

Once a referral is received, the parents will be invited to a meeting that will be scheduled within 20 days of receipt of the referral (excluding school vacations other than summer vacation).

Based on a review of available information about the student's educational progress, a decision will be made at this meeting whether a CST or speech evaluation is warranted. If an evaluation is warranted, the nature and scope of the CST or speech evaluation will be discussed. If it appears that the problem can be alleviated with interventions in the general education program and the student has not participated in the I&RS process, there may be a decision not to conduct an evaluation, but to refer the student to the I&RS Committee for development of interventions, suggestions for other interventions for the parent to pursue, or refer the student to the 504 Committee. If the student is already in the I&RS process and an evaluation is not warranted, the I&RS plan can continue or be adjusted.

EMERGENCY CLOSINGS/DELAYED OPENING

School closings or delayed openings will be announced in the following manner:

- Contact School – 609-387-2200 for automatic message due to inclement weather or emergency closing
- A recorded message will be sent to each family's telephone, so long as the most accurate, updated numbers are provided.
- Posted on the front/home page of our website: www.beverlycityschool.org

- Any and all delayed openings will be 2 hours. The following is a schedule for Regular Dismissal and Delayed Opening Days:

	<u>Regular Day</u>	<u>Delayed Opening</u>
Breakfast	8:00 AM-8:15 AM	10:00 AM -10:15 AM
Homeroom	8:15 AM-8:25 AM	10:15 AM – 10:20 AM

GRADING

Students are graded on their mastery of the New Jersey Core Curriculum Content Standards and the Common Core Standards.

Students in grades K-3 are graded on their skill level as either outstanding, satisfactory, partially satisfactory, needing improvement, or as unsatisfactory. These five levels reflect the student's ability and their progress.

Students in grades 4th through 8th grade are graded on a traditional A-F scale. See below for the grading scale.

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	65-66
A-	90-93	B-	80-83	C-	70-73	F	Below 65

HOMEWORK

The Board of Education acknowledges the educational validity of homework as an adjunct to and extension of the instructional program of the school. The following is a recommended amount of time pupils should spend on the homework at various grade levels. Actual time spent will vary from pupil to pupil. Homework assignments are not necessarily written assignments. Pupils are expected to read and review information discussed in class.

Grades 1, 2, 3	10-30 minutes. Work will vary from grade level and topics discussed. Occasionally long-term assignments are given during the year.
Grades 4, 5	40-60 minutes. Homework will vary in all subject areas. occasionally long-term assignments are given during the year.
Grades 6, 7, 8	60-90 minutes. Homework will include daily and long term assignments in all subject areas.

Suggestions for making homework study more profitable:

- Set aside a specific time of the afternoon/evening to do homework
- Provide your child with a quiet, comfortable atmosphere to do homework
- Show your interest and give support
- Start long term assignments as soon as the teacher assigns them
- Encourage your child to develop high standards when doing homework.
A child's work should be neat, legible and accurate.

PROGRESS REPORTS

A progress report shall be issued by the teacher at mid-marking period for all students.

Progress reports will be distributed to students in grades K-8 on the following dates:

- First Report – October 13th
- Second Report – December 22nd
- Third Report – March 7th
- Fourth Report – May 18th

INTERNET

Beverly City School Internet Acceptable Use Policy

Internet access is available to students and teachers in the Beverly City School District. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

In general, these guidelines require efficient, ethical, and legal use of the network resources by students. Specifically, these guidelines are listed below so parents as well as students are aware of these responsibilities.

If a student violates any of these provisions, his/her access to the Internet will be terminated and future computer access could be denied. The student will also be subject to appropriate school discipline. If the activity is illegal, the student may be subject to criminal prosecution.

Please read and discuss this Acceptable Use Policy Agreement with your child. It is important that he/she understands the policy with respect to Internet access and its educational purpose in a school setting.

Note: The Beverly City School District makes no warranties of any kind and specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

Internet Terms and Conditions:

- 1) Acceptable Use- Acceptable use guidelines for the Internet include but are not limited to the following:
 - Student use of the Internet must be in support of education and research consistent with the educational objectives of the Beverly City School District.
 - Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - Use of the Internet to impose one's religious or political beliefs on others is prohibited.
 - Use of the Internet for commercial use is prohibited.
 - Use of the Internet to access, process, or transmit pornographic materials is prohibited.
 - Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable.
 - Use of the Internet to obtain information used in report/assignment creation is permitted, providing that the source is identified and the material is not presented as if it were original to the user.
 - Student use of the Internet to download files or software must be approved by the teacher prior to processing. Teacher use of the Internet to download files or software must be approved by administration prior to processing.
 - Users will participate only in those discussion groups that are relevant to their education or professional/career development and such use must be approved by teacher/administration.
 - All illegal activities are prohibited.
- 2) Network Etiquette- Students are expected to abide by the generally accepted rules of network etiquette. This includes, but is not limited to the following:
 - Be polite. Do not get abusive in your messages to others.

- Use appropriate language. Do not swear, use vulgarities, discriminatory remarks or other inappropriate language.
- Do not reveal personal information such as: your personal address, passwords, or the phone numbers of students and colleagues.
- Assume all communication and information accessible via the network to be private property. Users should not seek information or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves or other users on the network. Note, however, that electronic mail and the Internet are not guaranteed to be private. People who operate the system do have access to all files and messages. Messages relating to or in support of illegal activities may be reported to authorities.

3). Security- Security on any computer system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. Do not demonstrate the problem to others. No one should use another individual's account without written permission from that individual.

Attempts to log-on as a system administrator will result in cancellation of user privileges and possible disciplinary action. Any user identified as a security risk may be denied access to the Internet.

4). Vandalism- Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any of the agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and possible disciplinary/legal action.

5). Enforcement- The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Acceptable Use Agreement will be dealt with to the full extent of the law. The Board of Education will determine what constitutes serious inappropriate use.

INTERVENTION AND REFERRAL SERVICES COMMITTEE (I&RS)

Students experiencing academic and/or behavioral difficulties may be referred to the Intervention and Referral Services (I&RS). This committee meets monthly and consists of the following members:

- Ms. Nicole Vermes
- Ms. Leigh Ann Esaia
- Ms. Lois Harmon
- Ms. Kerri Lawler
- Ms. Chelsea Light
- Ms. Joanne Mills

Students not classified as eligible for special education services, and who are experiencing behavioral, academic, and health issues that are impeding their success in school can be referred to the I&RS team by any teacher in the building. Successful intervention by the I&RS team promotes academic achievement and emotional growth within a student. If you think your child would benefit from a referral, contact your child's homeroom teacher.

LOCKERS

- Students in Grades 5-8 will be assigned a locker to keep their items in.
- Students are assigned a classroom locker. The combination should not be shared with anyone.
- Students are to go to their lockers only at designated times by their teachers.
- No other students should be allowed to go into another students' locker under any circumstances with or without approval. Students entering another's locker will be disciplined accordingly.
- Lockers are the property of the Board of Education and are loaned to the students for storage of their possessions. No items are to be posted inside or outside of the lockers.
- NO private locks are to be placed on the locker at any time.

- Locker searches will be conducted on a regular basis. At random a homeroom of lockers will be selected for checking for neatness, posted items, proper storage of student possessions, and for dangerous items. School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care and the property of the Board of Education.
- School Officials are also authorized to search lockers randomly if there is a reasonable basis to do so.

REPORT CARDS

Kindergarten students receive report cards in February and June. Students in grades 1-8 will receive reports cards four times a year, in November, February, April and June. Conferences will be held twice a year in November and March. Student in grades 1-8 are issued report cards 4 times a year. The grading system is explained on the report card. Report card envelopes are to be returned within 3 days of their issue. If an envelope is not returned, students are assessed a \$1.00 fee. The Beverly City School will be moving towards an on-line grade portal where parents/guardians will have access to grades at any time. To gain access to the Parent Portal through Genesis, please contact the main office. You will need an email address in order to gain access.

<u>Marking Period</u>	<u>Report Periods</u> <u>Ends</u>	<u>Report Cards Issued</u>
First	November 13, 2017	November 20, 2017
Second	January 25, 2018	February 1, 2018
Third	April 10, 2018	April 17, 2018
Fourth	June 19, 2018 (or last day of school)	June 19, 2018 (or last day of school)

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled November 6 - 8, 2017, and March 14 & 15, 2018 for grades Pre-Kindergarten through Eighth Grade.

MEDICATION

During the school day, your children interact with many other children and adults. In order to maintain a healthy environment for all, please follow the guidelines below:

1. If your child has any of the following: fever over 100, vomiting, irritability, diarrhea, rash with fever or behavioral change, mouth sores with drooling, persistent cough and/or nasal discharge or symptoms that prevent your child from participating in school activities he/she should remain home until symptom free for 24 hours or a physician has determined the child is able to return.
2. If your child has a generalized illness (see above) during the school day, he/she will be excluded and should remain home until symptom free for 24 hours or until a physician has determined the child is able to return.
3. If your child has strep throat, he/she is excluded until 24 hours after medication with antibiotics has been instituted.
4. If your child has pink eye (purulent conjunctivitis), he/she will be excluded until examined by a physician and approved for readmission with no purulent (pus) discharge.
5. All cuts and abrasions should be kept clean and covered with a bandage. Any unusual amounts of drainage or swelling will be referred to the child's medical provider. If your child has impetigo and/or a draining wound that can not be covered sufficiently, he/she is excluded until appropriately treated.
6. A child will also be excluded for communicable diseases in accordance with New Jersey Law/American Academy of Pediatrics Red Book and/or the Health Department.
7. If your child has any serious injuries, surgery or is hospitalized a note from the doctor is needed to return to school. The note should indicate if there are any limitations or if your child is allowed to participate in all school activities. The school physician has the final review of any reports and orders from a child's medical provider.

8. The spread of any infectious disease can be prevented or deterred if students adhere to basic principle of good personal hygiene, cleanliness and recommended use of personal protective measures.

The Beverly City Board of Education Policy/Regulation #5330 states. "Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, or the pupils parent or legal guardian, a pupil who is approved to self administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency". Students who have a life threatening condition, such as asthma or other potentially life threatening illness or allergic reaction and, following the regulations in Board of Education Policy #5330, may be permitted to self administer medication for these conditions. No other students will be permitted to have medication in their possession during the school day or during school sponsored events. All medications must be delivered to the school by the parent or legal guardian and must be in original containers. For your convenience, all medication forms are available in Health Offices and on district website (Resources-Parents- Health Office).

A. Permission for Administration of Medication by the School Nurse any medication, whether prescription, over-the-counter or nutritional supplement, that is to be administered during school hours, requires the following:

1. The parent/guardian must provide a written request for the administration of the medication at school.
2. Written orders, SIGNED by the private medical provider (physician/advanced practice nurse/dentist), must be provided to the school, and include the following: (Refer to Medication Order Form N60, Asthma Treatment Plan for students with asthma or Allergy Action Plan for students with a life threatening allergy):
 - a. The pupil's name
 - b. Name of the medication
 - c. The purpose of its administration
 - d. The proper timing and dosage of medication
 - e. Any possible side effects
 - f. Length of time for which the order is valid (may not exceed the school year)
3. The medication must be brought to school by the parent/guardian in the ORIGINAL container, appropriately labeled by the pharmacy, physician, dentist or pharmaceutical company.
4. Medication orders and requests may not exceed one school year. A new order and parental request must be filed each year. Medication shall be retrieved by the parent/guardian by the end of the school year.

B. Administration of Epinephrine

1. The parent/guardian provides a written authorization for the administration of epinephrine with written orders from the physician or advanced practice nurse that the child requires the administration of epinephrine for anaphylaxis. This authorization includes a signed statement from parent/guardian acknowledging the district shall have no liability as a result of any injury arising from the administration of epinephrine (refer to Allergy Action Plan).
2. The school nurse has the primary responsibility for the administration of epinephrine however additional employees of the district may be designated and trained in the administration of epinephrine in an emergency when the school nurse is not physically present at the scene. The parent/guardian must notify the principal and nurse in writing of participation in school sponsored activities.
3. The permission for the emergency administration of epinephrine is effective for the school year it is granted and must be renewed every year.
4. The school nurse or trained designee are permitted, by law, to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent/guardian has not submitted the written documentation and authorization for his/her child to receive epinephrine for anaphylaxis.

C. Permission for Self-Administration of Medication

A. Permission may be granted for self administration of medication for a pupil with asthma or other potentially life threatening illness or a life threatening allergic reaction under the following conditions:

1. The parent/guardian must provide a written request for the administration of the medication at school and sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self administration of medication by the pupil (Refer to Parent's Request For Student With Life Threatening Condition to Self Administer Medication- Form N151).
2. Written orders, SIGNED by the private medical provider (physician/advanced practice nurse), must be provided to the school, that the pupil has asthma or another potentially life threatening illness or allergic reaction and is capable of, and has been instructed in, the proper method of self administration of medication (Refer to Physician's Request For Student With Life Threatening Condition To Self Administer Medication- Form N150). The written certification must include:
 - a. The pupil's name
 - b. Name of the medication
 - c. The purpose of its administration
 - d. The proper timing and dosage of medication
 - e. Any possible side effects
 - f. Length of time for which the order is valid (may not exceed the school year)

ALL MEDICATION ORDERS MUST BE SIGNED BY THE PRIVATE MEDICAL PROVIDER (PHYSICIAN /ADVANCED PRACTICE NURSE or DENTIST). COUNTER-SIGNATURES OR STAMPS WILL NOT BE ACCEPTED. Information in regards to a student's medication may be shared with staff when such release of information is in pupil's best interest. Although these regulations may seem strict, they are for the protection and well being of all the children. If you have any questions concerning this, please contact your child's school nurse.

ANAPHYLAXIS TO FOOD AND OTHER SUBSTANCES

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of

Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Emergency Healthcare Plan will be developed for each pupil at risk for a life threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the certified school nurse to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever allergens are present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by

emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration.

Additionally, based on the school cafeteria's use of government commodity the district may not know the exact ingredients used in the preparation of all food and beverage items served within the school lunch program because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity. Therefore, the parent(s)/legal guardian(s) and/or the pupil with anaphylaxis to food should be responsible for the pupil's purchase and consumption of any food products sold or provided by the school and/or by any school related organizations that may cause an anaphylactic reaction.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the certified school nurse to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The certified school nurse will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6
New Jersey Department of Education - Guidelines for the Management of
Life-Threatening Food Allergies in Schools – September 2008

SCHOOL NUTRITION

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
 - a. Soda Water
 - b. Water Ices-Those water ices, which contain fruit or fruit juices, are not included.
 - c. Chewing Gum
 - d. Certain Candies
 1. Hard Candy: Includes such food as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
 2. Jellies and Gums: Includes such foods as gumdrops, jellybeans, jellied and fruit-flavored slices.
 3. Marshmallow Candies
 4. Fondant: Includes such foods as candy corn and soft mints.
 5. Licorice
 6. Spun Candy
 7. Candy-Coated Popcorn
2. All food and beverage items listing sugar, in any form, as the first ingredient.

3. All forms of candy.
4. Homemade baked goods such as cookies or cupcakes.
5. Home prepared items such as vegetable or fruit platters; and
6. Food items that are not sealed by the manufacturer or store

All snack and beverage items served anywhere on school property during the school day shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk containing 1% or less fat.
3. Whole milk shall not exceed 8 ounces.

When serving food items as part of a celebration during the school day, the following items are permissible. However, please read the nutritional information carefully as they must meet the guidelines listed above:

- 100 Calorie Cookies and Crackers
- 100% Fruit Snacks
- Animal Crackers
- Cheese & Crackers
- Crackers
- Cheese Sticks
- Party Mix
- Cookies or Cupcakes
- Fruit Ices
- Fruit Trays (sealed only)
- Granola Bars
- Ice Cream Frozen Desserts
- Jello
- Mini Bagels
- Mini Brownie Bites
- Mini Muffins
- Cereal Bars
- Pudding Cups
- Krispy Cereal Treats
- Small Bags of Pretzels, Popcorn, Chips, Cheese Puffs
- Rice Cakes
- Vegetable Trays (sealed only)
- Yogurt Pops
- Snacks purchased from the district school lunch provider

When serving food as part of a celebration during the school day and that celebration is away from school grounds, the only restrictions are those items identified in the regulation as foods of minimal nutritional value and homemade food items.

When serving food on days that the school cafeteria is not serving lunch, the only restrictions are those items identified in the regulation as foods of minimal nutritional value, homemade food items and sealed food items.

The following is a list of "non food alternatives" to celebrate birthdays. If it is important for you and your child to have a food item as a treat, the list also includes "healthy food alternatives." Providing healthy classroom celebrations demonstrates a school commitment to providing healthy behaviors.

- Reading a book to the class
- Donating a book to the classroom library
- Providing a token sticker or pencil to classmates
- Providing a goodie-bag of non-food items including such items as: an eraser, a pencil, a pencil sharpener etc.

LOST AND FOUND

The Lost and Found Box is located in the Gymnasium/Cafeteria. Items found on the playground, in the cafeteria, in the hallways, bathrooms, or anywhere else on school grounds should be brought immediately to the Lost and Found box. If you have lost an item, please check the Lost and Found box to help locate your missing items.

PTA

The Parent Teacher Association helps provide additional activities for the pupils during the school year. All meetings will be held at Beverly City School. The PTA will be sending home notices advising of the meeting dates and times.

Our Parent Teacher Association has been assembled to promote opportunities and activities to assist the educational community. The PTA serves as a communication link between home and school. We encourage all families to get involved in the PTA and their child's education. Membership is always open. Applications are available at school. You can check for contact information on our school's website.

SCHOOL RECORDS

The Board of Education conforms to laws and regulations providing for creation, maintenance, retention, security of, and access to pupil records. Parents and/or pupils have the right to review or appeal the contents of all records in accordance with New Jersey Statute and Administrative Code and Family Educational Rights and Privacy Act (FERPA)

Parents wishing to review pupil records must make a request in writing to the school principal. An appointment may also be arranged to review the records with the teacher or the principal. Parents may request a copy of pupil records upon graduation or permanent departure from the school. After such notification, records no longer necessary to provide educational services will be destroyed. Parents must come to the school and pay nominal fee to obtain these records.

A complete copy of "Board Policy and Guidelines" is available upon request or can be located on our website.

SCHOOL SPONSORED ACTIVITIES

All students participating in a school sponsored activity, including, but not necessarily limited to, clubs, dances, sports, trips, band, choir, intramurals, etc., must be academically and behaviorally eligible. Students must maintain a passing grade in ALL subjects to be eligible to participate. Grades will be re-evaluated at progress report and report card dates only. Any student with a D average will be on probation. Participation by students with behavioral issues is at the administration's discretion.

STUDENT ACCIDENT INSURANCE

The Board of Education has purchased insurance coverage to protect all students against accidental injury during all school sponsored and supervised activities, whether at the school or away, including participation in athletics. This coverage is provided by Bollinger Insurance Solutions.

This insurance plan is Excess coverage: i.e. you must submit all bills to your own insurance carrier first. The school policy will pick up the unpaid balances, up to the limits of the policy. All injuries should be immediately reported to a coach, nurse or teacher/advisor. Claim forms will be provided to the parent/guardian upon their request to the Health Office and must be submitted to the insurance company with 90 days.

These voluntary participation student accident insurance plans offered through your school can be purchased easily online at: www.Bollinger Schools.com.

TESTING

The PARCC (Partnership for Assessment of Readiness for College and Careers) assessment will be administered to students in grades 3-8 in the areas of English Language Arts and Mathematics. This computer-based assessment will provide teachers with information on students' achievement in areas specified by the Common Core standards. This year, the PARCC's governing board revised the length of the assessment and eliminated a two-part testing window. PARCC regular administration for grades 3-8 will be administered from May 7 – May 11, 2018.

The NJASK (New Jersey Assessment of Skills and Knowledge) will measure students' science proficiency on May 31, 2017.

VISITOR POLICY

In order to ensure the safety of our students, only persons who have official school business are permitted to be on school premises. All visitors must report to the Main Office as soon as they enter the building to obtain a visitors pass. Any parent or guardian wishing to visit their child's classroom needs to make an appointment with the classroom teacher.

APPENDIX A

Harassment, Intimidation, and Bullying Policy

5512 HARASSMENT, INTIMIDATION, AND BULLYING

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).



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Harassment, Intimidation, and Bullying

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils 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 pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Chief School Administrator, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and



other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil 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 pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
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 Remedial Measures

Personal

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

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
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 and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. 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, and bullying. 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 is encouraged to set the parameters for the range of responses to be established in conjunction with the Anti-Bullying Specialist for the Chief School Administrator to follow. 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 during the school week or the weekend;
7. After-school programs;



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8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

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



1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;



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20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and

23. Law enforcement (e.g., school resource office, juvenile officer) involvement. The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying. 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.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages 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.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall



also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, 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, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school 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 require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff



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member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person 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 Principal or designee 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. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences 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. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, 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.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of



harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Chief School Administrator shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

Adopted: 15 September 2010



5512.02 CYBER-BULLYING

Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has



been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

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Cyber-Bullying

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.



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Cyber-Bullying

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: 15 September 2010



5512 HARASSMENT, INTIMIDATION, AND BULLYING

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).



This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils 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 pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Chief School Administrator, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and



other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil 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 pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
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 Remedial Measures

Personal

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

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
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 and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. 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, and bullying. 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 is encouraged to set the parameters for the range of responses to be established in conjunction with the Anti-Bullying Specialist for the Chief School Administrator to follow. 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 during the school week or the weekend;
7. After-school programs;



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8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

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



1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;



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20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and

23. Law enforcement (e.g., school resource office, juvenile officer) involvement. The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying. 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.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages 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.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall



also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, 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, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school 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 require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff



member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person 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 Principal or designee 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. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences 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. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, 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.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of



harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Chief School Administrator shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

Adopted: 15 September 2010



5512.02 CYBER-BULLYING

Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has



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been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

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Cyber-Bullying

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.



Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: 15 September 2010



APPENDIX B

Codes of Conduct – Please refer to appropriate grade level(s)



Pre-Kindergarten – 2ND GRADE CODE OF CONDUCT

MISSION STATEMENT

The Beverly City School is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal. The mission of the Beverly City School District is to enable all children to meet rigorous educational standards through quality programs and support services which promote the intellectual, physical and cultural well-being of all students and families in our community. This would provide a foundation for lifelong learning and productive citizenship. The District has expectations for conduct on school property. These expectations are based on the six pillars of character: respect, responsibility, fairness, trustworthiness, caring and citizenship. We recognize the need to define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly.

BEVERLY CITY BOARD OF EDUCATION POLICY# 5500 EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education. The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior.
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Chief School Administrator shall, in consultation with staff members, parent(s) or legal exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members. N.J.S.A. 18A:11-1 Adopted: 15 September 2010



Pre-Kindergarten – 2ND GRADE CODE OF CONDUCT

STUDENT CONDUCT GUIDELINES

The primary goal of the Beverly City School is for all students to become lifelong learners in a school culture that promotes educational excellence through high academic standards. A special note is made in regards to students of lower grade levels. Disciplinary actions will be more lenient offering students and parents opportunities to correct behaviors at the elementary level.

In order for young children to fully and consistently participate in early learning experiences, we need to ensure that they are in school and able to positively engage in educational opportunities. Removing young children from school through out-of-school suspensions and expulsions reduces their participation in academic, behavioral and social learning experiences critical to their positive development and may lead to chronic absenteeism.

P.L. 2016, Chapter 45, signed into law by Governor Christie on September 6, 2016, places limits on out-of-school suspensions and expulsions beginning in the 2016-17 school year in school districts and charter schools as follows:

1. Students in grades kindergarten through grade two:

- Shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L. 1995, c. 127,
- Shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature and endangers others, and

2. Students in preschool:

- Shall not be suspended and shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L. 1995, c. 127

Therefore, the following guidelines apply to all students whenever school jurisdiction is applicable.

Pre-Kindergarten – 2ND GRADE CODE OF CONDUCT

<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Inappropriate language	*Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Other
Fighting	*Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact and conference *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Other
Disruption	*Conference / Reprimand *Possible Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Other
Property misuse	*Conference / Reprimand *Possible Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Other
Dress code violation	*Reprimand *Reminder of Dress Code	*Administrative parent contact *Student will change clothes to comply with school rules. *Detention	*Student will change clothes to comply with school rules. *Administrative parent contact
Minor technology violation	*Conference / Reprimand *Detention Parent contact *Self-reflection * Possible loss of privilege	*Administrative parent contact *Detention *Self-reflection	*Administrative parent meeting *Loss of privileges *Other

Pre-Kindergarten – 2ND GRADE CODE OF CONDUCT

<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Lying/Cheating	*Conference / Reprimand *Possible Detention * Parent contact *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege *Loss of grade points	*Administrative parent meeting and letter *Self-reflection * Loss of privileges *Other *Loss grade points
Defiance/Disrespect/Insubordination/ Non-compliance	Conference / Reprimand *Possible Detention *Parent contact *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Other
Harassment/Intimidation/Bullying*	*Administration will begin HIB investigative process. Discipline code will be applied as necessary.	*Administration will begin HIB investigative process. Discipline code will be applied as necessary.	*Administration will begin HIB investigative process. Discipline code will be applied as necessary.
Forgery/Theft	*Conference/Reprimand *Detention * Parent contact *Loss of privileges *Written apology	*Administrative Parent Conference/Reprimand *Detention * Parent contact *Loss of privileges *Written apology	*Administrative Parent Conference/Reprimand *Detention *Written apology *Loss of privileges *Other

LEGAL RESOURCES IN THE COMMUNITY

Frank R. Costello Municipal Building

446 Broad Street

Beverly, NJ 08010

Office Hours: Monday – Friday 8:30AM – 5PM



Pre-Kindergarten – 2ND GRADE CODE OF CONDUCT

Rich Wolbert, City Administrator and Public Safety Director

Phone: 609-747-4090

Fax: 609-387-3558

Email: rwolbert@thecityofbeverly.com

Departments

Ext. 103 Detective Bureau

Ext. 104 Sgt Matthews

Ext. 109 Mayor Randy H. Miller

Ext. 110 Court Office

Ext. 111 Donna Wojculewski, Court Admin

Ext. 113 Police – Patrol Desk

Ext. 114 Police

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MISSION STATEMENT

The Beverly City School is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal. The mission of the Beverly City School District is to enable all children to meet rigorous educational standards through quality programs and support services which promote the intellectual, physical and cultural well-being of all students and families in our community. This would provide a foundation for lifelong learning and productive citizenship. The District has expectations for conduct on school property. These expectations are based on the six pillars of character: respect, responsibility, fairness, trustworthiness, caring and citizenship. We recognize the need to define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the administration to investigate fully the cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the administration. The code of conduct is a guide and any and all disciplinary action is subject to administrations discretion.

BEVERLY CITY BOARD OF EDUCATION POLICY# 5500 EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education. The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior.
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Chief School Administrator shall, in consultation with staff members, parent(s) or legal exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members. N.J.S.A. 18A:11-1 Adopted: 15 September 2010

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<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Inappropriate language	*Teacher Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
Minor physical contact	*Teacher Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact and conference *Detention *Self-reflection *Loss of privilege *Possible 1-3 days out of school suspension	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Possible 1-5 days Out of school suspension *Other
Disruption	*Conference / Reprimand *Detention *Teacher parental contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
Property misuse	*Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Dress code violation	*Reprimand *Reminder of Dress Code	*Administrative parent contact *Student will change clothes to comply with school rules. *Detention	*Student will change clothes to comply with school rules. *Administrative parent contact *Detention *Other
Minor technology violation	*Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege (longer)	*Administrative parent meeting *Loss of privileges (for remainder of school year) *Out of school suspension *Other

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Tardiness	*Parent contact *Reminder of school start time (8:15) *After 4th infraction a general detention is to be served	*Administrative parent contact and letter *Reminder of school start time (8:15) *After 4th infraction a general detention is to be served	*After 4th infraction a general detention is to be served *Administrative parent contact *Reminder of school start time (8:15)
Lying/Cheating	*Conference / Reprimand *Detention *Teacher parental contact *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege *Loss of grade points	*Administrative parent meeting and letter *Self-reflection * Loss of privileges *Out of school suspension *Other *Loss grade points
Defiance/Disrespect/Insubordination/Non-compliance	Conference / Reprimand *Detention *Teacher parental contact *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Harassment/Intimidation/Bullying*	*Administration will begin HIB investigative process. *Discipline code will be applied as necessary.	*Administration will begin HIB investigative process *Discipline code will be applied as necessary.	*Administration will begin HIB investigative process. *Discipline code will be applied as necessary.
Forgery/Misrepresenting oneself through written and electronic devices	*Conference/Reprimand *Detention * Teacher parental contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention * Parent contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention *Written apology *Loss of privileges *Out of school suspension *Other
Fighting	*Conference / Reprimand *In/Out of School Suspension *Parent contact *Self-reflection *Loss of privilege *Letter to parent	*Administrative Parent Conference/Reprimand *In/Out of School Suspension *Letter to parent * Parent contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention *Counseling Referral *Letter to parent *Loss of privileges *Out of School Suspension *Other
Theft	Conference/Reprimand *Detention * Parent contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention * Parent contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention *Written apology *Loss of privileges

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			*Out of school suspension *Other
Misuse of Cell Phone and other electronic devices	*Conference / Reprimand *Detention *Teacher parental contact *Confiscation of the device * Loss of privilege	*Conference / Reprimand *Detention *Parent contact *Confiscation of the device with parent retrieval * Loss of privilege	*Administrative Parent Conference/Reprimand *Detention *Confiscation of the device with parent retrieval *Loss of privileges *Out of school suspension *Other

SEVERE BEHAVIORS

*Gang affiliation display *Use/possession of tobacco, alcohol or drugs *Use/possession of weapons *Bomb threat/false alarm *Terroristic threat * Arson *Other	*IMMEDIATE ADMINISTRATIVE NOTIFICATION *Administrative conference with student *Administrative parent meeting and letter *Counseling Referral *Loss of privileges *Out of school suspension *Possible expulsion *Possible Law Enforcement notification *Other
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RULES WHILE SERVING DETENTION

1. Student must report to detention on time; bathroom needs are to be attended to by requesting access from the adult in charge.
2. Talking aloud or disruptive behavior of any kind will not be acceptable.
3. Eating or drinking during the detention is prohibited.
4. Students may be issued learning packets that will be given by the adult in charge. If the student fails to serve the detention within a reasonable time frame, the parent/guardian will be contacted by administration and additional discipline measures will be implemented. Detention supersedes all non-academic activities.

RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

1. To be respected as a unique individual;
2. To be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
3. To learn in an environment free from interruption, harassment, discrimination, intimidation and fear;

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4. To participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation

ATTENDANCE

Recent changes to our attendance policy reflect those outlined in New Jersey State Law (N.J.S.A. 18A:33-7) which are now in effect for all NJ public schools. Parents are responsible to ensure that the student attends school regularly and on time. 6 REQUIREMENTS FOR PRESENCE IN SCHOOL

A student will be considered present he/she has been present at least four hours during the school day. A student not present in school because of his/her participation in an approved school activity, such as a field trip, will be considered to be in attendance.

NOTIFICATION OF ABSENCE

Parents are expected to notify the school of the student's daily absence or of future or anticipated absences by calling the school office prior to the start of the school day (609-387-2200 press #1).

RE-ADMISSION TO SCHOOL AFTER ABSENCE

A student returning from an absence of any length must present to the school a written statement, dated and signed by the parent or legal guardian, of the reasons for the absence. A note explaining a student's absence for non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.

EXCUSED ABSENCES

- A. Emergency Medical Appointment
- B. Death in Family
- C. Special emergencies such as sudden illness of parent
- D. Religious holidays recognized by the State Department of Education

DEFINITIONS

An "excused absence" is defined as a student's absence from school for a full day or a portion of a day for one or more of the following reasons (please note, an excused absence still counts as an absence on the child's record, regardless of the reason):

- a. The pupil's illness,
- b. Family illness or death,
- c. Educational opportunities,
- d. Excused religious observances,
- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. Section 795 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-23,

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- f. The pupil's suspension from school,
- g. The pupil's required attendance in court,
- h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- i. An absence for a reason not listed above, but deemed excused by the district attendance officer, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence. "Truancy" is defined as a student's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
 - a. Leaves school at lunch time without a pass,
 - b. Leaves school without permission when school is still in session,
 - c. Leaves class because of illness and does not report to the school nurse as directed, or
 - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut." An unexcused absence is a pupil's absence for all or part of a school day for any reason other than those listed. Absence is expressly not excused for any of the following purposes. This list is intended to be illustrative and is not inclusive:
 - a. Employment other than school-approved work assignments
 - b. Family travel
 - c. Performance of household or baby-sitting duties

MANDATED SCHOOL DISTRICT RESPONSE TO UNEXCUSED ABSENCES

If a principal has a concern regarding a student's absences, the Principal will promptly write a letter to the student's parents or guardians expressing the concerns and parents' or guardians' obligations in the law to ensure regular attendance. A copy of this letter will be sent to the district's attendance officer who may file the "five day notices". The Principal will monitor the student's attendance and report problems to the district attendance officer who will take appropriate action to ensure attendance. If a student accumulates ten absences, excluding documented long-term illness, the Principal will send a letter to the parents or guardians expressing concerns about the absences and their impact on student learning, including potential retention in grade. A copy of the letter will be forwarded to the attendance officer. This procedure will repeat if the student accumulates fifteen absences.

FOUR (4) UNEXCUSED ABSENCES

For up to four cumulative unexcused absences, the Building Principal or designee shall:

- a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
- b. Conduct an investigation of the cause of the each unexcused absence, including contact with the pupil's parent or legal guardian;
- c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any and to have the child return to school and maintain regular attendance;

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d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

FIVE (5) TO NINE (9) UNEXCUSED ABSENCES

For between five and nine cumulative unexcused absences, the Building Principal or designee shall complete all stages as outlined above including evaluation of the action plan, a revision of the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

a. Refer or consult with building Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

b. Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;

c. Consider an alternate educational placement;

d. Make a referral to a community-based social and health provider agency or other community resource;

e. Refer to the court program designated by the New Jersey Administrative Office of the Courts;

f. Proceed in accordance with the provisions of N.J.S.A. 9:6 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected; and

g. Cooperate with law enforcement and other authorities and agencies, as appropriate.

TEN (10) UNEXCUSED ABSENCES

For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;

b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;

c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;

d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal status, as required.

SPECIAL EDUCATION STUDENTS

For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et. seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

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BEING A BYSTANDER

A Bystander is a person who observes a conflict or unacceptable behavior. It might be something serious or minor, one time or repeated, but the Bystander knows that the behavior is destructive or likely to make a bad situation worse. A Bystander may be subject to disciplinary action at the discretion of the administration. Beverly City School strongly encourages up standing behavior, standards for this behavior involve positive interactions with fellow students were a difference is observable. If a student is found to be a Bystander, along with possible disciplinary action students will take part in completing a behavioral reflection packet with the goal of acknowledging the harmful effects of Bystander behavior.

DUE PROCESS

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. All students have the right to fair and reasonable treatment of their grievances and discipline by school officials.

PUPILS WITH DISABILITIES

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans. Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
 2. Education that supports pupils' development into productive citizens;
 3. Attendance in safe and secure school environments;
 4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
 5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
 6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16- 6.2(b)3; and
 7. Protections pursuant to 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV(A)IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access, Regulations; Non-Liability, N.J.A.C. 6A:14-2.9, Pupil Records as well as other existing Federal and State laws pertaining to pupil protections.
- 6A:14-2.8 Discipline/suspension/expulsions for Students with Disabilities

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(a) For disciplinary reasons, school officials may order the removal of a student with a disability from his or her current educational placement to an interim alternative educational setting, another setting, or a suspension for up to 10 consecutive or cumulative school days in a school year. Such suspensions are subject to the same district board of education procedures as nondisabled students. However, at the time of removal, the principal shall forward written notification and a description of the reasons for such action to the case manager and the student's parent(s).

1. Notwithstanding (a) above, preschool students with disabilities shall not be suspended, long-term or short-term, and shall not be expelled.

2. The district board of education is not required by 20 U.S.C. §§1400 et seq. or this chapter to provide services during periods of removal to a student with a disability who has been removed from his or her current placement for 10 school days or less in that school year, provided that if services are provided to general education students for removals of 10 or fewer days duration, students with disabilities shall be provided services in the same manner as students without disabilities during such time periods for removals of 10 or fewer days. 50

(b) School district personnel may, on a case-by-case basis, consider any unique circumstances when determining whether or not to impose a disciplinary sanction or order a change of placement for a student with a disability who violates a school code of conduct.

(c) Removals of a student with a disability from the student's current educational placement for disciplinary reasons constitutes a change of placement if:

1. The removal is for more than 10 consecutive school days; or 2. The student is subjected to a series of short-term removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.

i. School officials in consultation with the student's case manager shall determine whether a series of short-term removals constitutes a pattern that creates a change of placement.

(d) Disciplinary action initiated by a district board of education which involves removal to an interim alternative educational setting, suspension for more than 10 school days in a school year or expulsion of a student with a disability shall be in accordance with 20 U.S.C. § 1415(k), as amended and supplemented. (See chapter Appendix A.) However, the period of removal to an interim alternative educational setting of a student with a disability in accordance with 20 U.S.C. § 1415(k) shall be for a period of no more than 45 calendar days.

(e) In the case of a student with a disability who has been removed from his or her current placement for more than 10 cumulative or consecutive school days in the school year, the district board of education shall provide services to the extent necessary to enable the student to progress appropriately in the general education curriculum and advance appropriately toward achieving the goals set out in the student's IEP.

1. When it is determined that a series of short-term removals is not a change of placement, school officials, in consultation with the student's special education teacher and case manager shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP.

2. When a removal constitutes a change of placement and it is determined that the behavior is not a manifestation of the student's disability, the student's IEP team shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP.

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(f) In the case of a removal for drug or weapons offenses, or because the student caused a serious bodily injury under 20 U.S.C. § 1415(k) and its implementing regulations at 34 CFR §§ 300.1 et seq., or a removal by an administrative law judge for dangerousness consistent with 20 U.S.C. § 1415(k) and its implementing regulations, at 34 CFR §§ 300.1 et seq., the district board of education shall provide services to the student with a disability consistent with 20 U.S.C. § 1415(k) and its implementing regulations, at 34 CFR §§ 300.1 et seq., incorporated herein by reference. However, the period of removal to an interim alternative educational setting of a student with a disability in accordance with 20 U.S.C. § 1415(k) shall be for a period of no more than 45 calendar days.

STUDENT RECORDS

- (a) All student records shall be maintained according to N.J.A.C. 6A:32.
- (b) The parent, adult student or their designated representative shall be permitted to inspect and review the contents of the student's records maintained by the district board of education under N.J.A.C. 6A:32 without unnecessary delay and before any meeting regarding the IEP.
- (c) Any consent required for students with disabilities under N.J.A.C. 6A:32 shall be obtained according to N.J.A.C. 6A:14-1.3 "consent" and 2.3 (a) and (b).

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Beverly City School Students are expected to treat each other with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children. Under New Jersey law, "harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

- a. 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 mental, physical or sensory disability or
- b. By any other distinguishing characteristic; and that
- c. Takes place on school property, and any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- d. A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- e. Has the effect of insulting or demeaning any pupil or group of pupils; or
- f. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. All instances of such harassment/bullying must be reported to a Beverly School District employee, classroom teacher and or administrator as stated in Board Policy. The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district's Board of Education policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. Once reported each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are limited to: contacting Superintendent, local authorities, support personnel, Child Study Team, detentions and suspensions when necessary. Victim assistance/support will be provided as well. Contact the Harassment,

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Intimidation, and Bullying Specialist or school administration for further information. In an effort to be proactive and to assist the school in identifying concerns there is an anonymous reporting box located in the front vestibule and a hotline to report instances at 609.387.2200 ext. 655.

BEVERLY CITY BOARD OF EDUCATION POLICY# 5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Pupil Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1, et seq. For the purposes of this policy, "suspension" means the temporary removal of a pupil from the regular instructional program. For the purposes of this Policy, "short term suspension" means a suspension for a term of ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days. Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program pending a hearing before the Board of Education to remove the pupil in accordance with N.J.S.A. 18A:37-8 and Policy 5611. Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm, on any school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education in accordance with N.J.S.A. 18A:37-2.2. and Policy 5612. Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with Pursuant to N.J.S.A. 18A:37-2.1.b., whenever a teacher, administrator, Board member, school district employee or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a pupil, the Principal shall file a written report with the Chief School Administrator. The Chief School Administrator, upon receiving such report shall report the alleged assault to the Board at the next regular Board meeting, provided the name of the pupil who allegedly committed the assault; although it may be disclosed to the Board members, shall be kept confidential to the public at the Board meeting. A person failing to file a report of an alleged assault may be liable to disciplinary action. A pupil may be suspended only by the Building Principal, who shall report any suspension to the Chief School Administrator as soon as possible. The Chief School Administrator shall report the suspension to the Board at its next regular meeting. The suspended pupil may be reinstated by the Principal within thirty days of the suspension, or by the Chief School Administrator at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no pupil suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension. The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the pupil shall be readmitted to school. In each instance of a short-term suspension, the pupil and their parent(s) or legal guardian(s) will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the pupil may be immediately removed from the pupil's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of

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a long-term suspension, the district shall assure the rights of the pupil pursuant to N.J.A.C. 6A:16-7.3. The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each pupil with a disability who is subject to a short-term or long-term suspension. In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a pupil with a disability shall be provided consistent with the pupil's Individualized Education Program, in accordance with N.J.A.C. 6A:14. At the completion of a short-term suspension, the general education pupil shall be returned to the general education program. The records of a pupil disciplined by suspension will be expunged in accordance with Policy and Regulation 8330. All record of a suspension will be immediately expunged if the pupil is found innocent of the charges levied. The name of a disciplined pupil will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such pupil will be designated by code. N.J.S.A. 18A:37-1 et seq. N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:14-2.8 et seq. 20 U.S.C. 1415 Adopted: 15

BEVERLY CITY BOARD OF EDUCATION POLICY# 5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a pupil. For the purposes of this policy, "expulsion" means the Board discontinuing the educational services or discontinuing payment of educational services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2. The Board may expel a general education pupil only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 and 7.4 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3, and only after the Board has provided an appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Pupils, and N.J.A.C. 6A:14-2, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.3, Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for pupils of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:39-25. Any appeal of the Board's decision regarding the cessation of the pupil's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or appropriate educational services until a final determination has been made on the appeal of the Board's action to expel a pupil. The Board shall comply with the mandated pupil removal from general education pursuant to N.J.A.C. 6A:16-7.4. The Board shall follow N.J.A.C. 6A:16-5.5 for pupil removal for firearm offenses, N.J.A.C. 6A:16-5.6 for pupil removal for assaults with weapons offenses, and N.J.A.C. 6A:16-5.7 for pupil removal for assaults on district Board of Education members and employees. An expulsion of a pupil with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14. N.J.S.A. 18A:37-2 N.J.A.C. 6A:16-7.4; 6A:16-7.5 Adopted: 15 September 2010

LEGAL RESOURCES IN THE COMMUNITY

Frank R. Costello Municipal Building

446 Broad Street

Beverly, NJ 08010

Office Hours: Monday – Friday 8:30AM – 5PM

Rich Wolbert, City Administrator and Public Safety Director

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Phone 609-747-4090

Fax: 609-387-3558

Email: rwolbert@thecityofbeverly.com

Departments

Ext. 103 Detective Bureau

Ext. 104 Sgt Matthews

Ext. 109 Mayor Randy H. Miller

Ext. 110 Court Office

Ext. 111 Donna Wojculewski, Court Admin

Ext. 113 Police – Patrol Desk

Ext. 114 Police

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MISSION STATEMENT

The Beverly City School is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal. The mission of the Beverly City School District is to enable all children to meet rigorous educational standards through quality programs and support services which promote the intellectual, physical and cultural well-being of all students and families in our community. This would provide a foundation for lifelong learning and productive citizenship. The District has expectations for conduct on school property. These expectations are based on the six pillars of character: respect, responsibility, fairness, trustworthiness, caring and citizenship. We recognize the need to define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the administration to investigate fully the cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the administration. Students in the Eighth Grade can experience a loss of privileges based on their failure to meet Code of Conduct expectations. The Code of Conduct is a guide and all disciplinary action is subject to administrations discretion.

BEVERLY CITY BOARD OF EDUCATION POLICY# 5500 EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education. The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior.
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Chief School Administrator shall, in consultation with staff members, parent(s) or legal exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members. N.J.S.A. 18A:11-1 Adopted: 15 September 2010



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<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Inappropriate language	*Conference / Reprimand *Detention *Teacher contacts parent *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
Minor physical contact	*Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact and conference *Detention *Self-reflection *Loss of privilege *Possible 1-3 days out of school suspension	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Possible 1-5 days Out of school suspension *Other
Disruption	*Conference / Reprimand *Detention *Teacher contacts parent *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
Property misuse	*Conference / Reprimand *Detention *Parent contact *Self-reflection *Loss of privilege	*Notify administration *Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
Dress code violation	*Reprimand *Reminder of dress code	*Administrative parent contact *Student will change clothes to comply with school rules. *Detention	*Student will change clothes to comply with school rules. *Administrative parent contact *Detention *Out of school suspension
<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Minor technology violation	*Conference / Reprimand *Detention *Teacher contacts parent *Self-reflection * Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege (longer)	*Administrative parent meeting *Loss of privileges (for remainder of school year) *Out of school suspension *Other
Attendance/Tardiness	*Parent contact *Reminder of school start time (8:15)	*Administrative parent contact and letter *Reminder of school start time (8:15)	*After 4 th infraction a general detention is to be served *Administrative parent contact *Reminder of school start time

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			(3:15)
Lying/Cheating	*Conference / Reprimand *Detention *Teacher contacts parents *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege *Loss of grade points	*Administrative parent meeting and letter *Self-reflection * Loss of privileges *Out of school suspension *Other *Loss grade points
Defiance/Disrespect/Insubordination/Non-compliance	Conference / Reprimand *Detention *Teacher contacts parent *Self-reflection *Loss of privilege	*Administrative parent contact *Detention *Self-reflection *Loss of privilege	*Administrative parent conference *Detention *Self-reflection *Loss of privilege *Out of school suspension *Other
Inappropriate display of affection	*Conference / Reprimand *Detention *Parent contact *Loss of privilege	*Administrative parent contact *Detention *Loss of privilege	*Administrative parent meeting and letter *Detention *Written apology *Loss of privileges *Out of school suspension *Other
<u>Infraction</u>	<u>Level 1</u> DEVELOPING PROBLEM	<u>Level 2</u> CONTINUING PROBLEM	<u>Level 3</u> UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION
Harassment/Intimidation/Bullying	*Administration will begin HIB investigative process. *Discipline code will be applied as necessary.	*Administration will begin HIB investigative process. *Discipline code will be applied as necessary.	*Administration will begin HIB investigative process. *Discipline code will be applied as necessary.
Forgery/Misrepresenting oneself through written and electronic devices	*Conference/Reprimand *Detention *Parent contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention *Parent contact *Loss of privileges	*Administrative Parent Conference/Reprimand *Detention *Written apology *Loss of privileges *Out of school suspension *Other
Fighting	*Conference / Reprimand *In/Out of school suspension *Parent contact *Self-reflection	*Administrative Parent Conference/Reprimand *In /Out of school suspension *Letter to parent	*Administrative Parent Conference/Reprimand *Counseling Referral *Letter to parent

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	*Loss of privilege *Letter to parent	* Parent contact *Loss of privileges	*Loss of privileges *Out of school suspension *Other
Misuse of Cell Phone and other electronic devices	*Conference / Reprimand *Detention *Teacher contacts parent *Confiscation of the device * Loss of privilege	*Conference / Reprimand *Detention *Parent contact *Confiscation of the device with parent retrieval * Loss of privilege	*Administrative Parent Conference/Reprimand *Detention *Confiscation of the device with parent retrieval *Loss of privileges *Out of school suspension

SEVERE BEHAVIORS

*Gang affiliation display *Use/possession of tobacco, alcohol or drugs *Use/possession of weapons *Bomb threat/false alarm *Terroristic threat *Arson *Other	*IMMEDIATE ADMINISTRATIVE NOTIFICATION *Administrative conference with student *Administrative parent meeting and letter *Counseling Referral *Loss of privileges *Out of school suspension *Possible expulsion *Possible Law Enforcement notification *Other
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RULES WHILE SERVING DETENTION

1. Student must report to detention on time; bathroom needs are to be attended to by requesting access from the adult in charge.
2. Talking aloud or disruptive behavior of any kind will not be acceptable.
3. Eating or drinking during the detention is prohibited.
4. Students may be issued learning packets that will be given by the adult in charge. If the student fails to serve the detention within a reasonable time frame, the parent/guardian will be contacted by administration and additional discipline measures will be implemented. Detention supersedes all non-academic activities.

RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

1. To be respected as a unique individual;
2. To be provided with an education that is intellectually challenging and relevant to demands of the 21st century,
3. To learn in an environment free from interruption, harassment, discrimination, intimidation and fear;



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4. To participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orient

ATTENDANCE

Recent changes to our attendance policy reflect those outlined in New Jersey State Law (N.J.S.A. 18A:38-7) which are now in effect for all NJ public schools. Parents are responsible to ensure that the student attends school regularly and on time. 6 REQUIREMENTS FOR PRESENCE IN SCHOOL

A student will be considered present he/she has been present at least four hours during the school day. A student not present in school because of his/her participation in an approved school activity, such as a field trip, will be considered to be in attendance.

NOTIFICATION OF ABSENCE

Parents are expected to notify the school of the student's daily absence or of future or anticipated absences by calling the school office prior to the start of the school day (609-387-2200 press #1).

RE-ADMISSION TO SCHOOL AFTER ABSENCE

A student returning from an absence of any length must present to the school a written statement, dated and signed by the parent or legal guardian, of the reasons for the absence. A note explaining a student's absence for non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.

EXCUSED ABSENCES

- A. Emergency Medical Appointment
- B. Death in Family
- C. Special emergencies such as sudden illness of parent
- D. Religious holidays recognized by the State Department of Education

DEFINITIONS

An "excused absence" is defined as a student's absence from school for a full day or a portion of a day for one or more of the following reasons (please note, an excused absence still counts as an absence on the child's record, regardless of the reason):

- a. The pupil's illness,
- b. Family illness or death,
- c. Educational opportunities,
- d. Excused religious observances



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e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act accommodation plans under 29 U.S.C. Section 795 and 795(20), and individualized health care plans pursuant to N.J.A.C. 8A:16-23,

f. The pupil's suspension from school,

g. The pupil's required attendance in court,

h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,

i. An absence for a reason not listed above but deemed excused by the district attendance officer, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence. "Truancy" is defined as a student's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

a. Leaves school at lunch time without a pass,

b. Leaves school without permission when school is still in session,

c. Leaves class because of illness and does not report to the school nurse as directed, or

d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut." An unexcused absence is a pupil's absence for all or part of a school day for any reason other than those listed. Absence is expressly not excused for any of the following purposes. This list is intended to be illustrative and is not inclusive:

a. Employment other than school-approved work assignments

b. Family travel

c. Performance of household or baby-sitting duties

MANDATED SCHOOL DISTRICT RESPONSE TO UNEXCUSED ABSENCES

If a principal has a concern regarding a student's absences, the Principal will promptly write a letter to the student's parents or guardians expressing the concerns and parents' or guardians' obligations in the law to ensure regular attendance. A copy of this letter will be sent to the district's attendance officer who may file the "five day notices". The Principal will monitor the student's attendance and report problems to the district attendance officer who will take appropriate action to ensure attendance. If a student accumulates ten absences, excluding documented long-term illness, the Principal will send a letter to the parents or guardians expressing concerns about the absences and their impact on student learning, including potential retention in grade. A copy of the letter will be forwarded to the attendance officer. This procedure will repeat if the student accumulates fifteen absences.

FOUR (4) UNEXCUSED ABSENCES

For up to four cumulative unexcused absences, the Building Principal or designee shall:

a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;

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- b. Conduct an investigation of the cause of the each unexcused absence, including contact with the pupil's parent or legal guardian;
- c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

FIVE (5) TO NINE (9) UNEXCUSED ABSENCES

For between five and nine cumulative unexcused absences, the Building Principal or designee shall complete all stages as outlined above including evaluation of the action plan, a revision of the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

- a. Refer or consult with building Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- b. Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
- c. Consider an alternate educational placement;
- d. Make a referral to a community-based social and health provider agency or other community resource;
- e. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
- f. Proceed in accordance with the provisions of N.J.S.A. 9:6 et. seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected; and
- g. Cooperate with law enforcement and other authorities and agencies, as appropriate.

TEN (10) UNEXCUSED ABSENCES

For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

- a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
- c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
- d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal status, as required.



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SPECIAL EDUCATION STUDENTS

For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupils' Individualized Education Programs, pursuant to 20 U.S.C. & 1400 et. seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. & 794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

BEING A BYSTANDER

A Bystander is a person who observes a conflict or unacceptable behavior. It might be something serious or minor, one time or repeated, but the Bystander knows that the behavior is destructive or likely to make a bad situation worse. A Bystander may be subject to disciplinary action at the discretion of the administration. Beverly City School strongly encourages up standing behavior, standards for this behavior involve positive interactions with fellow students were a difference is observable. If a student is found to be a Bystander, along with possible disciplinary action students will take part in completing a behavioral reflection packet with the goal of acknowledging the harmful effects of Bystander behavior.

DUE PROCESS

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. All students have the right to fair and reasonable treatment of their grievances and discipline by school officials.

PUPILS WITH DISABILITIES

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans. Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii, that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2,
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, and
7. Protections pursuant to 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV(A)IV 4155 of the Elementary and Secondary Education Act as



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reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records
N.J.S.A. 18A:40A-7.1, School based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C.
6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records:

Maintenance and Retention, Security and Access; Regulations; Non-Liability: N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.

6A:14-2.8 Discipline/suspension/expulsions for Students with Disabilities

(a) For disciplinary reasons, school officials may order the removal of a student with a disability from his or her current educational placement to an interim alternative educational setting, another setting, or a suspension for up to 10 consecutive or cumulative school days in a school year. Such suspensions are subject to the same district board of education procedures as nondisabled students. However, at the time of removal, the principal shall forward written notification and a description of the reasons for such action to the case manager and the student's parent(s).

1. Notwithstanding (a) above, preschool students with disabilities shall not be suspended, long-term or short-term, and shall not be expelled.

2. The district board of education is not required by 20 U.S.C. §§1400 et seq. or this chapter to provide services during periods of removal to a student with a disability who has been removed from his or her current placement for 10 school days or less in that school year, provided that if services are provided to general education students for removals of 10 or fewer days duration, students with disabilities shall be provided services in the same manner as students without disabilities during such time periods for removals of 10 or fewer days. 50

(b) School district personnel may, on a case-by-case basis, consider any unique circumstances when determining whether or not to impose a disciplinary sanction or order a change of placement for a student with a disability who violates a school code of conduct.

(c) Removals of a student with a disability from the student's current educational placement for disciplinary reasons constitutes a change of placement if:

1. The removal is for more than 10 consecutive school days; or 2. The student is subjected to a series of short-term removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.

i. School officials in consultation with the student's case manager shall determine whether a series of short-term removals constitutes a pattern that creates a change of placement.

(d) Disciplinary action initiated by a district board of education which involves removal to an interim alternative educational setting, suspension for more than 10 school days in a school year or expulsion of a student with a disability shall be in accordance with 20 U.S.C. § 1415(k), as amended and supplemented. (See chapter Appendix A.) However, the period of removal to an interim alternative educational setting of a student with a disability in accordance with 20 U.S.C. § 1415(k) shall be for a period of no more than 45 calendar days.

(e) In the case of a student with a disability who has been removed from his or her current placement for more than 10 cumulative or consecutive school days in the school year, the district board of education shall provide services to the extent necessary to enable the student to progress appropriately in the general education curriculum and advance appropriately toward achieving the goals set out in the student's IEP.



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1. When it is determined that a series of short-term removals is not a change of placement, school officials, in consultation with the student's special education teacher and case manager shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP.

2. When a removal constitutes a change of placement, and it is determined that the behavior is not a manifestation of the student's disability, the student's IEP team shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP.

(f) In the case of a removal for drug or weapons offenses, or because the student caused a serious bodily injury under 20 U.S.C. § 1415(k) and its implementing regulations, at 34 CFR §§ 300.1 et seq., or a removal by an administrative law judge for dangerousness consistent with 20 U.S.C. § 1415(k) and its implementing regulations, at 34 CFR §§ 300.1 et seq., the district board of education shall provide services to the student with a disability consistent with 20 U.S.C. § 1415(k) and its implementing regulations, at 34 CFR §§ 300.1 et seq., incorporated herein by reference. However, the period of removal to an interim alternative educational setting of a student with a disability in accordance with 20 U.S.C. § 1415(k) shall be for a period of no more than 45 calendar days.

STUDENT RECORDS

(a) All student records shall be maintained according to N.J.A.C. 6A:32.

(b) The parent, adult student or their designated representative shall be permitted to inspect and review the contents of the student's records maintained by the district board of education under N.J.A.C. 6A:32 without unnecessary delay and before any meeting regarding the IEP.

(c) Any consent required for students with disabilities under N.J.A.C. 6A:32 shall be obtained according to N.J.A.C. 6A:14-1.3 "consent" and 2.3 (a) and (b).

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Beverly City School Students are expected to treat each other with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children. Under New Jersey law, "harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

a. 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 mental, physical or sensory disability or

b. By any other distinguishing characteristic; and that

c. Takes place on school property, and any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils and that

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



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e. Has the effect of insulting or demeaning any pupil or group of pupils; or

f. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. All instances of such harassment/bullying must be reported to a Beverly School District employee, classroom teacher and or administrator as stated in Board Policy. The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district's Board of Education policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. Once reported each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are limited to: contacting Superintendent, local authorities, support personnel, Child Study Team, detentions and suspensions when necessary. Victim assistance/support will be provided as well. Contact the Harassment, Intimidation, and Bullying Specialist or school administration for further information. In an effort to be proactive and to assist the school in identifying concerns there is an anonymous reporting box located in the front vestibule and a hotline to report instances at 609.387.2200 ext. 555.

BEVERLY CITY BOARD OF EDUCATION POLICY# 5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Pupil Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq. For the purposes of this policy, "suspension" means the temporary removal of a pupil from the regular instructional program. For the purposes of this Policy, "short term suspension" means a suspension for a term of ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days. Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program pending a hearing before the Board of Education to remove the pupil in accordance with N.J.S.A. 18A:37-8 and Policy 5611. Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm, on any school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education in accordance with N.J.S.A. 18A:37-2.2. and Policy 5612. Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with Pursuant to N.J.S.A. 18A:37-2.1.b., whenever a teacher, administrator, Board member, school district employee or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a pupil, the Principal shall file a written report with the Chief School Administrator. The Chief School Administrator, upon receiving such report shall report the alleged assault to the Board at the next regular Board meeting; provided the name of the pupil who allegedly committed the assault; although it may be disclosed to the Board members, shall be kept confidential to the public at the Board meeting. A person failing to file a report of an alleged assault may be liable to disciplinary action. A pupil may be suspended only by the Building Principal, who shall report any suspension to the Chief School Administrator as soon as possible. The Chief School Administrator shall report the suspension to the Board at its next regular meeting. The suspended pupil may be reinstated by the Principal within



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thirty days of the suspension, or by the Chief School Administrator at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no pupil suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension. The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the pupil shall be readmitted to school. In each instance of a short-term suspension, the pupil and their parent(s) or legal guardian(s) will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the pupil may be immediately removed from the pupil's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the pupil pursuant to N.J.A.C. 6A:16-7.3. The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each pupil with a disability who is subject to a short-term or long-term suspension. In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a pupil with a disability shall be provided consistent with the pupil's Individualized Education Program, in accordance with N.J.A.C. 6A:14. At the completion of a short-term suspension, the general education pupil shall be returned to the general education program. The records of a pupil disciplined by suspension will be expunged in accordance with Policy and Regulation 8330. All record of a suspension will be immediately expunged if the pupil is found innocent of the charges levied. The name of a disciplined pupil will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such pupil will be designated by code. N.J.S.A. 18A:37-1 et seq. N.J.A.C. 6A:16-7.2; 6A:16-7.3, 6A:14-2.8 et seq. 20 U.S.C. 1415 Adopted. 15

BEVERLY CITY BOARD OF EDUCATION POLICY# 5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a pupil. For the purposes of this policy, "expulsion" means the Board discontinuing the educational services or discontinuing payment of educational services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2. The Board may expel a general education pupil only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 and 7.4 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3, and only after the Board has provided an appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Pupils, and N.J.A.C. 6A:14-2, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.3, Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for pupils of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25. Any appeal of the Board's decision regarding the cessation of the pupil's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or appropriate educational services until a final determination has been made on the appeal of the Board's action to expel a pupil. The Board shall comply with the mandated pupil removal from general education pursuant to N.J.A.C. 6A:16-7.4. The Board shall follow N.J.A.C. 6A:16-5.5 for pupil removal for firearm offenses, N.J.A.C. 6A:16-5.6 for pupil removal for assaults with weapons offenses, and N.J.A.C. 6A:16-5.7 for pupil removal for assaults on district Board of Education members and employees. An expulsion of a pupil with a disability from a



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receiving school shall be handled in accordance with N.J.A.C. 6A:14, N.J.S.A. 18A:37-2 N.J.A.C. 6A:16-7.4, 6A:16-7.5 Adopted: 15 September 2010

LEGAL RESOURCES IN THE COMMUNITY

Frank R. Costello Municipal Building

446 Broad Street

Beverly, NJ 08010

Office Hours: Monday – Friday 8:30AM – 5PM

Rich Wolbert, City Administrator and Public Safety Director

Phone: 609-747-4090

Fax: 609-387-3558

Email: rwolbert@thecityofbeverly.com

Departments

Ext. 103 Detective Bureau

Ext. 104 Sgt Matthews

Ext. 109 Mayor Randy H. Miller

Ext. 110 Court Office

Ext. 111 Donna Wojculewski, Court Admin

Ext. 113 Police – Patrol Desk

Ext. 114 Police

APPENDIX C

Title I Parent Involvement School Plan



Title I School Plan

The Beverly City School District Title I Program promotes the belief that all children can learn and acknowledges that parents share the school's commitment to educational success for all students. We recognize that a student's education is a responsibility shared by school, family, and community.

Under the ESEA/No Child Left Behind Act of 2001, each school receiving Title I funds shall:

- o Jointly develop with and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the following requirements / components of the school's Title I Program.
- o Notify parents of the policy (TITLE I PARENT INVOLVEMENT SCHOOL PLAN) in an understandable and uniform format and, to the extent practical, provided in a language that parents can understand.
- o Make available to the local community (may be placed on the school website) the TITLE I PARENT INVOLVEMENT SCHOOL PLAN.
- o Update / review the TITLE I PARENT INVOLVEMENT SCHOOL PLAN and COMPACT periodically to meet the changing needs of parents and the school.
- o Attach the current Beverly City School Parent/Student/Staff Compact to the TITLE I PARENT INVOLVEMENT SCHOOL PLAN.



TITLE I REQUIREMENT	ACTIVITIES / STRATEGIES	PARTICIPANTS	TIME / DATE	EVIDENCE OF COMPLIANCE
Include parents in the development and implementation of the school's <i>Title I Parent Involvement School Plan</i> .	Parent/Staff Open House at beginning of school year	~ Title I Parents ~ Title I Staff ~ Grants Manager	September 6, 2017	1. Invitation to parents 2. Attendance form 3. Draft of Parent Involvement Plan
Offer parent meetings/ workshops at different times of the day.	Open House, Title I Parent Meeting, Title I Conferences ~ Invitation to parents to attend Title I lessons	~ Title I parents ~ Title I Staff	~ September 6, 2017 ~ November 5 & 7, 2017 ~ March 14 & 15, 2018	~ Invitations sent to all Title I parents ~ Attendance forms



<p>Provide parents of participating children: Timely information about Title I programs.</p> <p>If requested by parents, input in planning and/or developing meeting & workshop topics</p>	<p>~Title I Compact issued at beginning of school year.</p> <p>Title I Parent Meeting</p>	<p>~Title I parents</p> <p>~Title I students</p> <p>~Staff</p>	<p>~ Policy sent home in backpacks in early September</p>	<p>~Signed handbook in students' files</p>
<p>Develop a school – parent compact that addresses how parents, staff, & students will share responsibility for</p>	<p>~Compact issued at beginning of school year, provided in native language if necessary</p>	<p>~Title I parents</p> <p>~Title I Staff</p>	<p>Beginning of school year</p>	<p>Signed handbook agreement in students' files</p>



<p>improved academic achievement and proactively foster a true working partnership.</p>				
<p>Ensure effective involvement of parents and staff.</p>	<p>~Fall Open House ~Title I Parent Involvement Conferences offered ~District Parent Involvement Policy available for review on school district website ~Parents provided with multiple points of contact with staff, including email addresses and telephone contact information</p>	<p>~Title I parents ~Title I Staff ~ Grants Manager ~Workshop facilitators</p>	<p>Ongoing throughout school year</p>	<p>~Invitations to all conferences, Open Houses, and training session ~All communication between parents and staff (email, documentation of telephone calls, and written communication) in each students' file ~District Parent Involvement Policy</p>



	<p>~Staff participates in Title I Program Staff Meetings</p>			<p>posted on School District website</p> <p>~Staff participation in Title I Program Staff Meetings</p> <p>~Staff included in workshops throughout the school year</p>
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AGREEMENT PAGE

Beverly City School

Signatures of both parent(s)/guardian(s) and child are required on this page for the following codes/policies/regulations:

- School Behavior Expectations
- Dress Code
- Assembly Guidelines
- Internet Acceptable Use Terms and Conditions Agreement
- Harassment, Intimidation, & Bullying Summary & Policy
- Attendance Policy
- Medication Policy
- Anaphylaxis to Food & Other Substances Policy
- Nutrition Policy
- Title I Parent Involvement School Plan

Identified above are codes, policies, procedures, and regulations that help provide a safe environment for our school community. Parents/Guardians and students are responsible for complying with all items in this handbook. Please note, there are additional policies and regulations approved by the Board of Education, not included in this handbook. Administration has the discretion of adding new procedures as needed. In acknowledgement that you and your child have reviewed and discussed these regulations please sign below.

Name of Student: _____
Please Print

Student's Signature _____

Parent/Guardian Name: _____
Please Print

Parent/Guardian Signature _____

Student's Teacher: _____ Grade: _____



11F

Price Quote			
WORKBOOK PUBLISHING, INC. PO Box 67, Ardmore, PA 19003-0067			
PHONE: (610) 896-9797 Fax: (610) 896-1955 www.workbookpublishing.com			
PLEASE REFERENCE OUR INVOICE NUMBER WHEN REMITTING PAYMENT			
DATED:	8/31/2017	EACH	QUANTITY TOTAL
"COPING CAT" Program for ANXIOUS youth (ages 8-13)			
978-1-888805-21-5	WORKBOOK	\$26.95	\$0.00
978-1-888805-22-2	Child treatment manual	\$24.00	\$0.00
978-1-888805-11-6	Group treatment manual	\$24.00	\$0.00
978-1-888805-14-7	Family treatment manual	\$24.00	\$0.00
978-1-888805-16-1	Managing Anxiety video	\$49.95	\$0.00
978-1-888805-27-7	Managing Anxiety DVD	\$55.95	\$0.00
978-1-888805-20-8	Coping Cat Therapist video	\$79.95	\$0.00
978-1-888805-30-7	Coping Cat Therapist DVD	\$85.95	\$0.00
CAMP COPE-A-LOT SOFTWARE			
	Institutional Purchase	\$2,000.00	1 \$2,000.00
	Single use camper id	\$20.00	\$0.00
	Annual subscription	\$200.00	\$0.00
"KEEPING YOUR COOL" Program for ANGRY/AGGRESSIVE youth:			
978-1-888805-37-6	WORKBOOK	\$26.95	\$0.00
978-1-888805-38-3	Part II Workbook	\$24.95	\$0.00
978-1-888805-39-0	Therapist manual	\$24.00	\$0.00
978-1-888805-15-3	Anger Management video	\$49.95	\$0.00
978-1-888805-28-4	Anger Management DVD	\$55.95	\$0.00
'ACTION' Program for Depressed Girls:			
978-1-888805-23-9	WORKBOOK for girls	\$26.95	\$0.00
978-1-888805-24-6	Therapist manual	\$24.00	\$0.00
978-1-888805-26-0	Workbook for Parents	\$22.95	\$0.00
978-1-888805-25-3	Parent training manual	\$19.00	\$0.00
"TAKING ACTION" Program for DEPRESSED youth:			

978-1-888805-05-5	WORKBOOK	\$24.95	\$0.00
978-1-888805-06-2	Therapist manual	\$22.00	\$0.00
978-1-888805-19-2	ACTION video	\$49.95	\$0.00
978-1-888805-29-1	ACTION DVD	\$55.95	\$0.00
"STOP AND THINK" Program for IMPULSIVE youth:			
978-1-888805-03-1	WORKBOOK	\$26.95	\$0.00
978-1-888805-31-4	Therapist manual	\$22.00	\$0.00
978-1-888805-02-4	Manual for teachers	\$22.95	\$0.00
	Subtotal	\$2000.00	
	PA (only) Sales Tax 6%		
	Shipping	\$0.00	
	Total	\$2,000.00	

<u>GRADE/TEACHER</u>	<u>STUDENT COUNT</u>	
<u>PRE-K</u>		15A
Ms. Scarperia	14	
Ms. Foglio	14	
Ms. Spratt	11	
<u>KINDERGARTEN</u>		
Ms. Lokan	14	
Mrs. Granville	15	
Ms. Fox	1	
<u>FIRST GRADE</u>		
Ms. Borota	15	
Mrs. Vermes	14	
Ms. Fox	1	
<u>SECOND GRADE</u>		
Mrs. Arruda	14	
Ms. Fox	3	
<u>THIRD GRADE</u>		
Mrs. McCloskey	18	
Mrs. Odom	15	
Ms. McGuckin	1	
<u>FOURTH GRADE</u>		
Mrs. Singer	10	
Mrs. Genovesi	9	
<u>FIFTH GRADE HOMEROOM</u>		
Mr. Leigh	26	
Ms. McGuckin	4	
<u>SIXTH GRADE HOMEROOM</u>		
Mrs. Druding	30	
Ms. Kranz	3	
<u>SEVENTH GRADE HOMEROOM</u>		
Mr. Shareef	27	
Ms. Kranz	1	
<u>EIGHTH GRADE HOMEROOM</u>		
Mr. Dempster	20	
Ms. Kranz	3	
TOTAL COUNT	283	

Attendance Totals for Beverly Elementary School from 09/07/2017 - 09/15/2017
 Report 1005 run on 09/15/2017

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All	All	29	196	189	7	2	28	27	96.429	96.429
02	All	All	20	129	126	3	2	18.429	18	97.674	97.674
03	All	All	37	238	234	4	1	34	33.429	98.319	98.319
04	All	All	21	133	129	4	2	19	18.429	96.992	96.992
05	All	All	33	210	197	13	1	30	28.143	93.81	93.81
06	All	All	35	231	227	4	1	33	32.429	98.268	98.268
07	All	All	29	198	190	8	4	28.286	27.143	95.96	95.96
08	All	All	25	161	157	4	3	23	22.429	97.516	97.516
3F	All	All	15	105	102	3	0	15	14.571	97.143	97.143
4F	All	All	27	189	189	0	3	27	27	100	100
KF	All	All	33	195	194	1	1	27.857	27.714	99.487	99.487
TOTAL			304	1,985	1,934	51	20	283.571	276.286	97.431	97.431

Column header "Total" represents total number of all Students throughout the reporting period who factor into the attendance totals.



Nurse's Monthly Report

15C

Date Range: 9/7/17-9/15/17

Student Visits: 65

Physicals Processed: 20

Health Screenings Performed: 0

Students Requiring Emergency Services (911): 0

Employee Visits: 0

Documented Contagious Illnesses: 0

Child Study Team Referrals Completed: 0

Other:

- Prepared medical needs for 17-18/disseminated the information to staff
- Secured immunizations for entering PreK, K, 6th grade, and transfer students
- Organized mandatory trainings for staff
- Organized new medication orders for 17-18 school year
- Created IHPs/IECPs for 17-18 school year
- Consulted Burlington County Health Department for immunization questions
- Collaborated with Burlington County Health Department to send students to school immunization clinics
- Created new nutritional initiative to encourage healthy snack choices
- Organized flu immunization clinic for staff that will take place in October
- Collaborated with food service staff on care of students with food allergies
- Identified measures to reduce absenteeism school wise/collaborated with other members of the attendance committee on this initiative

Thank you!

Prepared by Jamie Weller, BSN, RN, CSN
Beverly City School Nurse

