

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**December 9, 2021
6:30 p.m.**

MINUTES

BOE Mission Statement

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment which offers all students the opportunity to develop academically, socially, physically and emotionally, and to create students who are inquisitive and value learning not, only now, but also in the future.

We aspire to provide a broad range of educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence, achieve the New Jersey Student Learning Standards and become responsible citizens in this rapidly changing world.

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:32 pm

II. SUNSHINE LAW/ROLL CALL

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised in The Courier Post, as well as posting notices in Borough Hall, at Somerdale Park School, and on the District website in accordance with all NJ laws. Please be advised that this meeting is being recorded.

James Anderson - Present	Monique Howard - Absent	Marc Ritz - Present
Kim Barkoff - Present	Taylor Klenk - Present	Kevin Smith - Present
Barbara Boyle - Present	Susan Lowden - Present	

Also Present:

Mark Pease, Superintendent/Principal
David Rouse, Business Administrator/Board Secretary
Chris Long, Solicitor

III. ADMINISTER THE OATH OF OFFICE TO TARA VOIGT

IV. ROLL CALL

James Anderson - Present	Monique Howard - Absent	Marc Ritz - Present
Kim Barkoff - Present	Taylor Klenk - Present	Kevin Smith - Present
Barbara Boyle - Present	Susan Lowden - Present	Tara Voigt - Present

V. PUBLIC COMMENTS on any action items.

NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

VI. APPROVAL OF MINUTES

On a motion made by Mr. Smith and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education approve the regular minutes of the November 11, 2021 BOE Meeting.

ALL IN FAVOR: YES 7 NO 0 ABSTAIN 1 (Lowden) ABSENT 1

VII. REPORTS – Dr. Howard arrived during the Superintendent’s Report

A. Superintendent’s Report

- American Rescue Plan (ARP) ESSER Grant Allowable Uses and Allocations Presentation

COVID 19 Update

- I meet each Thursday with the Department of Education, Department of Health and all the Superintendents of Camden County to receive updates on COVID 19 and its impact on education, Camden County, and Somerdale.
- **As of the week ending December 4, 2021** Camden County was in the Orange (High) range.
- All 21 counties in NJ are now in the Orange (High) range.
- We will continue to follow the recommendations of the CDC, NJ DOH, and NJ DOE’s The Road Forward Plan in maintaining a safe learning environment for the 2021-2022 school year. Due to the continued fluid nature of COVID 19 we will do our best to get the most recent updates to our families.

Curriculum and Instruction

Please click the link to see Mrs. Montroni’s September Curriculum update <https://www.smore.com/yd6sx>

School Activities

- Beginning in January, a member of Somerdale Park School’s Student Council will present a report at all future Board of Education meetings.

Transportation

- We were informed by CCEC Camden County Educational Services Commission, that the bus company who provided transportation for our extra-curricular positions has gone out of business. CCEC is currently looking for a new bus companies to fill our transportation requests.

Personnel

- Seeking Board approval for Joyce Marks (Sterling Business Office Clerk) to support our business office.

Facilities

- Mr. Rouse and I continue to meet with the architects (Speizel) and Landberg Construction to discuss the expectations, plan, and timelines of the parking lot project.
- I recently spoke to a solar company to get data and the benefits of investing in clean energy. I will be setting up a meeting with the Facilities Committee to discuss this possibility.
- date as a result of the drainage pipes delays.

B. Business Administrator's Report

- Tomorrow morning, we will have our next Parking Lot Construction Process meeting with Mark Pease, Mike Landberg VP Landberg Construction, and Mark Wagner from Spiezle Architectural and Tom Leone, Director of Technology. As last reported there were some delays with the production of the needed drainage pipes. As of today, the pipes were delivered. Tomorrow's discussion will focus on any potential delays with the final completion date as a result of the drainage pipes delays.
- The first payment to Landberg Construction in the amount of \$94,500 is being submitted for approval this evening. This leaves a balance of \$742,356 from the approved budgeted amount of \$836,856.
- The current Somerdale Administrative Association (SAA) Contract expires on 6/30/2022. I have a scheduled a meeting on December 20th with selected Administrators and the Negotiations Committee to negotiate a succeeding contract.
- Mr. Pease and myself are still evaluating and interviewing to fill the position recently vacated by Mindy Kegel. We will be interviewing 2 candidates next week and will be sure to keep the Board updated with the selection process. In addition to the part time work being performed by Stephen Burns, we will also receive assistance on a part time basis from Joyce Marks, for \$30.00 hr. Ms. Marks currently works as the Accounts Payable clerk with Sterling HS.
- I am in the process of compiling the preliminary 2022-2023 budget. It is my goal to get it all in my budget spreadsheet by mid-January so that Mr. Pease and I can begin the first round of the budget review.
- As a result of the most recent Board Elections, Kevin Smith will serve a new 3-year term and we have a new Board Member, Mary Jo Schoettle. I had the opportunity to speak with her and she is very excited for the opportunity to serve in this capacity. She is in the process of completing the background requirements prior to joining the Board.

VIII. NEW BUSINESS

BUSINESS AFFAIRS, Susan Lowden, Chairperson, Marc Ritz, Alternate Chairperson, Administrative Liaisons: Mark Pease, David Rouse

A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities

Report by Finance Committee Chair

On a motion made by Ms. Barkoff and seconded by Mr. Ritz the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-4:

1. Financial Reports:

To approve the Board Secretary and Treasurer's Reports for 2021 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2021. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Treasurer's Report is in accordance with 18A:17-36 and 18A:17-9 for the month of October 2021. The Treasurer's Report and Secretary's report are in agreement for the month of October 2021.

Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. To approve the following bill lists (attachment #2):

- a. November 15, 2021 Payroll Bill List and corresponding Check Journal totaling: \$239,891.96

- b. November 30, 2021 Payroll Bill List and corresponding Check Journal totaling: \$229,068.62
- c. Vendor Bill List 1 and corresponding Check Journal totaling: \$11,873.90
- d. Vendor Bill List 2 and corresponding Check Journal totaling: \$94,500.00
- e. Vendor Bill List 3 and corresponding Check Journal totaling: \$287,323.54

- 3. To approve the Transfers/Adjustments for the month of 2021 (attachment #3).
- 4. To approve the ARP-ESSER II and Misc. Grants (attachment #4).

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

B. Facilities – Reviews the needs and uses of district buildings and grounds.

Report by Facilities Committee Chair

INSTRUCTIONAL, Taylor Klenk, Chairperson, James Anderson, Alternate Chairperson, Kevin Smith, Monique Howard, Administrative Liaisons: Mark Pease, Robert Ford

A. Curriculum – Reviews and evaluates standardized test results as a district and monitors direction of curriculum.

Report by Curriculum Committee Chair

On a motion made by Mr. Smith and seconded by Mr. Ritz the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1a- 1b:

- 1. The following field trips:
 - a. To approve Art Club to visit the Barnes Foundation, Philadelphia, PA on May 12, 2022. Cost per student \$5.00 plus \$5.00 transportation cost.
 - b. To approve 3rd Grade Students to visit the Academy of Natural Sciences, Philadelphia, PA, on June 3, 2022. Cost per student \$15.00 plus \$5.00 transportation cost.

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions

Report by Personnel Committee Chair

On a motion made by Mr. Smith and seconded by Dr. Howard the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-7:

- 1. To post-approve Jamie Kaufman, University of the Arts Student, to complete field experience/observation with Gina Horiates, Music Teacher, from November 30, 2021 to December 10, 2021.
- 2. To accept the resignation of Gina Horiates as Chess Club Advisor for the 2021-2022 school year.
- 3. To post-approve Natalie Cordivari as Chess Club Advisor for the remainder of the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA. (pro-rated)
- 4. To approve Nichole Sorge, Rowan University Student, to complete a 300-hour practicum School Psychology placement with Regina Valinski, School Psychologist, beginning January 17, 2022 – April 29, 2022.

5. To approve the title change of Greg Cesare from Child Study Team Supervisor to Director of Special Education.
6. To post-approve Patrick Glatz and Gabriel Alessi as Promethean Interactive Panel Installers at a rate of \$15.00 per hour until completion of project.
7. To approve Joyce Marks as Business Office Support at an hourly rate of \$30.00, 2 days per week.

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

POLICY/COMMUNITY AFFAIRS, Kimberly Barkoff, Chairperson, Kevin Smith, Alternate Chairperson, Taylor Klenk, Administrative Liaison: Robert Ford

A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.

Report by Policy Committee Chair

On a motion made by Mr. Smith and seconded by Ms. Klenk the following was approved:

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1-4:

1. For First Reading:
 - a. P 1648.13 School Employee Vaccination Requirements
 - b. P 2425 Emergency Virtual or Remote Instruction Program
 - c. P 5751 Sexual Harassment of Students
 - d. R 5751 Sexual Harassment of Students
2. For Second Reading:
 - a. P 1648.11 The Road Forward COVID-19 Health and Safety
 - b. P 2422 - Comprehensive Health and Physical Education
 - c. P 2467 - Surrogate Parents and Resource Family Parents
 - d. P 5111 - Eligibility of Resident-NonResident Pupils
 - e. P 5116 - Education of Homeless Children
 - f. P 6115.01 – Federal Awards/Funds Internal Control Allowability of Costs
 - g. P 6115.02 Federal Awards/Funds Internal Control Mandatory Disclosures
 - h. P 6115.03 Federal Awards/Funds Internal Control Conflict of Interest
 - i. P 6311 - Contracts For Goods or Services Funded by Federal Grants
 - j. P 7432 - Eye Protection
 - k. P 8420 - Emergency and Crisis Situations
 - l. P 8540 - School Nutrition Programs
 - m. P 8550 - Meal Charges Outstanding Food Service Bill
 - n. P 8600 - Student Transportation
 - o. R 7432 - Eye Protection Practices
 - p. R 8420 - Fire and Fire Drills
3. To approve the revised job description for the Director of Special Education. (attachment #1)
4. To approve the following appointments in accordance with Policy 5751- Sexual Harassment of Students:
 - a. Title IX Coordinator and Investigator – Greg Cesare
 - b. Title IX Decision Maker – Robert Ford
 - c. Title IX Appeal Officer – Mark Pease

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

B. Community Affairs – Participation in community events to educate the public on programs the district offers. Also educates the public on the school board policies and responsibilities.

Report by Community Affairs Committee Chair

BOND AD HOC COMMITTEE, Susan Lowden, Chairperson, Marc Ritz, Alternate Chair, Administrative Liaison: Mark Pease, David Rouse

The Bond Committee's function is to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Committee Chair

IX. REPORTS:

Mr. Pease will speak about the 2020-2021 HIB Self-Assessment Report.

On a motion made by Ms. Barkoff and seconded by Mr. Smith the following was approved:

The following items 1-2 will be recommended for approval:

1. To approve the 2020-2021 HIB School Self-Assessment for determining grades. (attachment #1)
2. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for incidents dated:
 - a. November 1, 2021 (attachment #2)

ALL IN FAVOR: YES 9 NO 0 ABSTAIN 0 ABSENT 0

X. OTHER REPORTS:

a.) Student Attendance

Enrollment November 2021	
Preschool	27
Kindergarten	42
1st Grade	48
2nd Grade	38
3rd Grade	46
4th Grade	32
5th Grade	48
6th Grade	51
7th Grade	64
8th Grade	52
Out of District	4
Charter Students	1
Home Instruction	
Homeless -Tuition	
Total November 2021	453

b.) Security/Fire Drill Reports

FIRE DRILL:

<u>DATE:</u>	11/02/21	Alarm Sounded:	9:24 am
		Building Cleared:	9:26 am
		Returned to Building:	9:29 am
		Alarm Station Used:	B Hallway
		All Staff in attendance participated in drill	
		Number evacuated:	Students present –418
			Staff Present: 86
		Special conditions simulated:	none at this time
		Problems encountered:	None
		Weather:	50 degrees

EVACUATION DRILL

DATE: **11/09/21**

Alarm Sounded: 9:20 am
Building Cleared: 9:25 am
Returned to Building: 9:35 am
Alarm Station Used: Announcement over loud speaker
All Staff in attendance participated in drill
Number evacuated: Students present -437
Staff Present: 88
Special conditions simulated: none at this time
Problems encountered: None
Weather: 67 degrees

c.) Health Report – November 2021

XI. PUBLIC COMMENTS (on any item) None at this time

Audience Recognition and Public Comment

The public is reminded that all public complaints against a district employee must be made through a specific grievance process. A description of this process may be found in BOE policy (File Code 9130). This policy is available upon request in the office of the Board Secretary. Any individual naming an employee in a complaint before the Board of Education, without the employee's permission, could be cited for violating that employee's civil and contractual rights.

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Wait to be recognized before you make your comment
4. Limit your comments to (3) minutes per person.

XII. ADJOURNMENT

On a motion made by Mr. Smith and seconded by Mr. Anderson the meeting was adjourned at 7:16 pm

Respectfully Submitted,

David Rouse

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Assets and Resources

Assets:			
101	Cash in bank		\$2,167,935.49
102 - 106	Cash Equivalents		\$200.00
111	Investments		\$0.00
116	Capital Reserve Account		\$743,433.79
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$11,797.40	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	(\$7,459.26)	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$4,338.14
Loans Receivable:			
131	Interfund	\$4,409.82	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$4,409.82
Other Current Assets			\$13,619.98
Resources:			
301	Estimated revenues	\$8,697,405.00	
302	Less revenues	(\$2,413,423.18)	\$6,283,981.82
Total assets and resources			<u>\$9,217,919.04</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$1,039.94
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$1,039.94

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,283,923.02
761	Capital reserve account - July	\$13,619.98	
604	Add: Increase in capital reserve	\$1,200.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	(\$320,218.00)	(\$305,398.02)
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$412,365.72
750-752,76x	Other reserves		\$1,694,169.15
601	Appropriations	\$9,550,329.91	
602	Less: Expenditures	(\$2,065,022.72)	
	Less: Encumbrances	(\$5,229,921.96)	(\$7,294,944.68)
	Total appropriated		\$9,340,445.10
	Unappropriated:		
770	Fund balance, July 1		\$410,340.91
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$533,906.91)
	Total fund balance		\$9,216,879.10
	Total liabilities and fund equity		<u>\$9,217,919.04</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$9,550,329.91	\$7,294,944.68	\$2,255,385.23
Revenues	(\$8,697,405.00)	(\$2,413,423.18)	(\$6,283,981.82)
Subtotal	<u>\$852,924.91</u>	<u>\$4,881,521.50</u>	<u>(\$4,028,596.59)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$1,200.00	\$729,813.81	(\$728,613.81)
Less - Withdrawal from reserve	(\$320,218.00)	(\$320,218.00)	\$0.00
Subtotal	<u>\$533,906.91</u>	<u>\$5,291,117.31</u>	<u>(\$4,757,210.40)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,906.91</u>	<u>\$5,291,117.31</u>	<u>(\$4,757,210.40)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$533,906.91</u>	<u>\$5,291,117.31</u>	<u>(\$4,757,210.40)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$533,906.91</u>	<u>\$5,291,117.31</u>	<u>(\$4,757,210.40)</u>

Prepared and submitted by :

David House

Board Secretary

12/3/21

Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL -- Revenues from Local Sources	4,925,454	0	4,925,454	1,676,335	Under	3,249,119
00520	SUBTOTAL -- Revenues from State Sources	3,751,036	0	3,751,036	737,088	Under	3,013,948
00570	SUBTOTAL -- Revenues from Federal Sources	20,915	0	20,915	0	Under	20,915
Total		8,697,405	0	8,697,405	2,413,423		6,283,982

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	2,940,737	5,440	2,946,177	628,741	2,058,395	259,042
10300	Total Special Education - Instruction	791,511	0	791,511	111,275	372,139	308,097
11160	Total Basic Skills/Remedial -- Instruct.	344,640	0	344,640	43,988	140,348	160,303
12160	Total Bilingual Education -- Instruction	67,427	0	67,427	99	28,613	38,715
17100	Total School-Sponsored Co/Extra Curricul	54,079	0	54,079	2,608	34,252	17,219
17600	Total School-Sponsored Athletics -- Instr	45,520	0	45,520	77	30,622	14,822
20520	Total Summer School	51,760	224	51,984	37,379	5,507	9,099
29180	Total Undistributed Expenditures - Instr	276,509	0	276,509	4,511	132,590	139,408
29680	Total Undistributed Expenditures -- Atten	15,192	0	15,192	2,188	4,376	8,628
30620	Total Undistributed Expenditures -- Healt	98,040	0	98,040	17,396	72,057	8,586
40680	Total Undistributed Expend -- Speech, OT,	132,929	1,029	133,958	10,918	121,989	1,051
41080	Total Undist. Expend. -- Other Supp. Serv	41,700	0	41,700	1,395	40,305	0
41660	Total Undist. Expend. -- Guidance	63,682	0	63,682	12,146	46,586	4,950
42200	Total Undist. Expend. -- Child Study Team	298,248	(1,029)	297,219	78,412	210,116	8,691
43200	Total Undist. Expend. -- Improvement of I	154,724	(5,440)	149,284	48,079	91,448	9,757
43620	Total Undist. Expend. -- Edu. Media Serv.	106,881	0	106,881	21,415	80,872	4,594
44180	Total Undist. Expend. -- Instructional St	18,781	0	18,781	11,421	2,004	5,356
45300	Support Serv. - General Admin	329,585	0	329,585	117,617	184,220	27,749
46160	Support Serv. - School Admin	109,619	0	109,619	35,645	68,511	5,463
47200	Total Undist. Expend. -- Central Services	175,047	0	175,047	60,332	99,330	15,385
47620	Total Undist. Expend. -- Admin. Info. Tec	89,270	14,400	103,670	59,224	38,776	5,670
51120	Total Undist. Expend. -- Oper. & Maint. O	783,062	1,036	784,098	303,167	362,739	118,191
52480	Total Undist. Expend. -- Student Transpor	347,579	(224)	347,355	0	4,000	343,355
71260	TOTAL PERSONNEL SERVICES --EMPLOYEE	1,601,591	0	1,601,591	453,846	990,095	157,650
75880	TOTAL EQUIPMENT	187,342	(14,400)	172,942	3,143	2,487	167,312
76260	Total Facilities Acquisition and Constr	406,081	0	406,081	0	7,546	398,535
84000	Transfer of Funds to Charter Schools	17,758	0	17,758	0	0	17,758
Total		9,549,294	1,036	9,550,330	2,065,023	5,229,922	2,255,385

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:								
00100	10-1210	Local Tax Levy	4,912,254	0	4,912,254	1,650,229	Under	3,262,025
00150	10-1320	Tuition from LEAs Within State	12,000	0	12,000	0	Under	12,000
00300	10-1__	Unrestricted Miscellaneous Revenues	1,200	0	1,200	26,106		(24,906)
00410	10-3116	School Choice Aid	237,789	0	237,789	237,789		0
00420	10-3121	Categorical Transportation Aid	31,147	0	31,147	3,115	Under	28,032
00440	10-3132	Categorical Special Education Aid	355,717	0	355,717	35,572	Under	320,145
00460	10-3176	Equalization Aid	3,042,061	0	3,042,061	452,180	Under	2,589,881
00470	10-3177	Categorical Security Aid	84,322	0	84,322	8,432	Under	75,890
00540	10-4200	Medicaid Reimbursement	20,915	0	20,915	0	Under	20,915
Total			8,697,405	0	8,697,405	2,413,423		6,283,982

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:								
02040	11-105-100-935	Local Contribution -- Transfer to Special	42,870	0	42,870	0	0	42,870
02080	11-110-__-101	Kindergarten -- Salaries of Teachers	244,985	0	244,985	48,997	195,988	0
02100	11-120-__-101	Grades 1-5 -- Salaries of Teachers	1,194,231	0	1,194,231	238,846	955,385	0
02120	11-130-__-101	Grades 6-8 -- Salaries of Teachers	991,616	0	991,616	198,323	793,293	0
02500	11-150-100-101	Salaries of Teachers	1,600	0	1,600	1,480	120	0
03020	11-190-1__-320	Purchased Professional -- Educational Ser	128,323	0	128,323	6,913	6,374	115,036
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	143,990	0	143,990	113,015	16,778	14,198
03080	11-190-1__-610	General Supplies	190,013	3,716	193,729	18,343	88,885	86,501
03100	11-190-1__-640	Textbooks	2,799	1,724	4,523	2,824	1,573	127
03120	11-190-1__-8__	Other Objects	310	0	310	0	0	310
07000	11-213-100-101	Salaries of Teachers	406,904	0	406,904	81,381	325,523	0
07040	11-213-100-320	Purchased Professional-Educational Servi	377,496	(192)	377,304	28,541	41,072	307,691
07100	11-213-100-610	General Supplies	1,917	0	1,917	469	1,132	317
07120	11-213-100-640	Textbooks	394	0	394	305	0	89
09260	11-219-100-101	Salaries of Teachers	4,800	0	4,800	580	4,220	0
09300	11-219-100-320	Purchased Professional-Educational Servi	0	192	192	0	192	0
11000	11-230-100-101	Salaries of Teachers	167,996	0	167,996	33,599	134,397	0
11040	11-230-100-320	Purchased Professional-Education Service	171,638	0	171,638	7,033	4,339	160,266
11100	11-230-100-610	General Supplies	5,006	0	5,006	3,356	1,612	37
12040	11-240-100-320	Purchased Professional-Education Service	67,327	0	67,327	0	28,613	38,714
12100	11-240-100-610	General Supplies	100	0	100	99	0	1
17000	11-401-100-1__	Salaries	32,130	0	32,130	304	31,826	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	15,839	0	15,839	385	2,341	13,113
17040	11-401-100-6__	Supplies and Materials	6,110	0	6,110	1,919	85	4,106
17500	11-402-100-1__	Salaries	17,990	0	17,990	0	17,990	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	27,530	0	27,530	77	12,632	14,822
20000	11-422-100-101	Salaries of Teachers	13,440	(7,558)	5,882	0	0	5,882
20080	11-422-100-3__	Purchased Professional & Technical Servi	6,120	3,776	9,896	9,896	0	0
20100	11-422-100-[4-5]	Other Purchased Services (400-500 series	11,490	0	11,490	8,273	0	3,217
20500	11-422-200-1__	Salaries	9,520	0	9,520	5,052	4,469	0

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
20520 11-422-200-3__ Purchased Professional and Technical Ser	5,390	3,849	9,239	8,201	1,038	0
20540 11-422-200-[4-5] Purchased Services (400-500 series)	5,800	157	6,957	5,957	0	0
29000 11-000-100-561 Tuition to Other LEAs within the State -	34,497	0	34,497	0	0	34,497
29020 11-000-100-562 Tuition to Other LEAs within the State -	68,492	0	68,492	4,476	40,285	23,731
29080 11-000-100-565 Tuition to CSSD & Regular Day Schools	110,520	0	110,520	35	92,305	18,180
29100 11-000-100-566 Tuition to Priv. School for the Disabled	63,000	0	63,000	0	0	63,000
29500 11-000-211-1__ Salaries	6,564	0	6,564	2,188	4,376	0
29600 11-000-211-3__ Purchased Professional and Technical Ser	8,628	0	8,628	0	0	8,628
30500 11-000-213-1__ Salaries	86,306	0	86,306	17,261	69,045	0
30540 11-000-213-3__ Purchased Professional and Technical Ser	5,135	0	5,135	63	532	4,540
30580 11-000-213-6__ Supplies and Materials	6,294	0	6,294	72	2,302	3,919
30600 11-000-213-8__ Other Objects	305	0	305	0	178	127
40520 11-000-216-320 Purchased Professional - Educational Ser	132,216	0	132,216	10,746	120,420	1,050
40540 11-000-216-6__ Supplies and Materials	713	1,029	1,742	172	1,569	1
41000 11-000-217-1__ Salaries	4,000	0	4,000	0	4,000	0
41020 11-000-217-320 Purchased Professional - Educational Ser	37,700	0	37,700	1,395	36,305	0
41500 11-000-218-104 Salaries of Other Professional Staff	58,232	0	58,232	11,646	46,586	0
41620 11-000-218-6__ Supplies and Materials	5,450	0	5,450	500	0	4,950
42000 11-000-219-104 Salaries of Other Professional Staff	245,591	0	245,591	63,920	181,671	0
42020 11-000-219-105 Salaries of Secretarial and Clerical Ass	37,198	0	37,198	12,399	24,799	0
42060 11-000-219-320 Purchased Professional - Educational Ser	10,124	0	10,124	898	2,448	6,778
42140 11-000-219-592 Misc. Purch. Svc. (400-500 series O/than	175	0	175	0	0	175
42160 11-000-219-6__ Supplies and Materials	4,250	(1,029)	3,221	350	1,198	1,673
42180 11-000-219-8__ Other Objects	910	0	910	845	0	65
43000 11-000-221-102 Salaries of Supervisor of Instruction	86,423	0	86,423	28,808	57,615	0
43040 11-000-221-105 Salaries of Secretarial & Clerical Assis	50,745	0	50,745	16,912	33,833	0
43060 11-000-221-110 Other Salaries	5,440	(5,440)	0	0	0	0
43140 11-000-221-[4-5] Other Purch. Services (400-500 series)	11,081	0	11,081	1,500	0	9,581
43160 11-000-221-6__ Supplies and Materials	125	0	125	14	0	111
43180 11-000-221-8__ Other Objects	910	0	910	845	0	65
43500 11-000-222-1__ Salaries	88,732	0	88,732	17,746	70,986	0
43540 11-000-222-3__ Purchased Professional and Technical Ser	2,440	13	2,453	922	0	1,531
43560 11-000-222-[4-5] Other Purchased Services (400-500 series)	125	(60)	65	65	0	0
43580 11-000-222-6__ Supplies and Materials	15,584	47	15,631	2,681	9,887	3,063
44060 11-000-223-110 Other Salaries	2,400	0	2,400	0	0	2,400
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	15,881	0	15,881	11,421	2,004	2,456
44140 11-000-223-6__ Supplies and Materials	500	0	500	0	0	500
45000 11-000-230-1__ Salaries	206,195	0	206,195	69,650	136,545	0
45040 11-000-230-331 Legal Services	14,400	0	14,400	2,772	11,628	0
45060 11-000-230-332 Audit Fees	30,275	0	30,275	0	22,050	8,225
45100 11-000-230-339 Other Purchased Professional Services	4,715	0	4,715	4,685	0	30

Report of the Secretary to the Board of Education
Somerdale Board of Education

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45120	11-000-230-340	Purchased Technical Services	6,220	0	6,220	3,710	0	2,510
45140	11-000-230-530	Communications/Telephone	30,665	0	30,665	10,466	10,804	9,395
45160	11-000-230-585	BOE Other Purchased Services	740	0	740	0	0	740
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	26,465	0	26,465	20,768	0	5,697
45200	11-000-230-610	General Supplies	2,210	0	2,210	975	366	869
45260	11-000-230-890	Miscellaneous Expenditures	3,175	0	3,175	1,045	1,852	278
45280	11-000-230-895	BOE Membership Dues and Fees	4,525	0	4,525	3,545	975	5
46000	11-000-240-103	Salaries of Principals/Assistant Princip	102,766	0	102,766	34,255	68,511	0
46080	11-000-240-3__	Purchased Professional and Technical Ser	1,938	0	1,938	0	0	1,938
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	3,100	0	3,100	0	0	3,100
46120	11-000-240-6__	Supplies and Materials	350	0	350	350	0	0
46140	11-000-240-8__	Other Objects	1,465	0	1,465	1,040	0	425
47000	11-000-251-1__	Salaries	154,298	0	154,298	51,433	98,655	4,210
47020	11-000-251-330	Purchased Professional Services	4,600	0	4,600	1,000	575	3,025
47040	11-000-251-340	Purchased Technical Services	4,680	0	4,680	4,564	0	116
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	5,425	0	5,425	3,079	0	2,346
47100	11-000-251-6__	Supplies and Materials	2,094	0	2,094	256	0	1,838
47180	11-000-251-890	Other Objects	3,950	0	3,950	0	100	3,850
47500	11-000-252-1__	Salaries	71,375	0	71,375	35,738	35,637	0
47520	11-000-252-330	Purchased Professional Services	1,500	0	1,500	0	0	1,500
47540	11-000-252-340	Purchased Technical Services	15,000	14,400	29,400	23,486	3,069	2,845
47580	11-000-252-6__	Supplies and Materials	1,395	0	1,395	0	70	1,325
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servc	82,395	0	82,395	18,032	20,031	44,332
48540	11-000-261-610	General Supplies	9,485	0	9,485	2,103	122	7,260
49000	11-000-262-1__	Salaries	11,700	0	11,700	4,916	6,784	0
49040	11-000-262-3__	Purchased Professional and Technical Ser	428,033	0	428,033	214,017	214,017	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	6,755	(0)	6,755	540	3,200	3,015
49120	11-000-262-490	Other Purchased Property Services	13,040	0	13,040	2,629	10,171	240
49140	11-000-262-520	Insurance	37,770	0	37,770	33,494	0	4,276
49180	11-000-262-610	General Supplies	30,850	444	31,294	1,031	2,387	27,875
49200	11-000-262-621	Energy (Natural Gas)	48,180	0	48,180	707	47,473	0
49220	11-000-262-622	Energy (Electricity)	78,492	0	78,492	24,781	53,711	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	17,220	0	17,220	2,000	0	15,220
50060	11-000-263-610	General Supplies	6,450	0	6,450	129	2,360	3,961
50080	11-000-263-8__	Other Objects	8,255	0	8,255	0	0	8,255
51020	11-000-266-3__	Purchased Professional and Technical Ser	3,477	0	3,477	385	2,484	609
51060	11-000-266-610	General Supplies	960	592	1,552	(1,596)	0	3,148
52100	11-000-270-350	Management Fee -- ESC & CTSA Trans. Prog	14,508	(31)	14,477	0	0	14,477
52220	11-000-270-504	Contract Serv--Aid in Lieu Pymts--Charter	0	1,000	1,000	0	1,000	0
52240	11-000-270-505	Contract Serv--Aid in Lieu Pymts--Choice S	2,000	1,000	3,000	0	3,000	0
52260	11-000-270-611	Contract Services (Bet. Home & Sch) -Ven	22,275	(2,000)	20,275	0	0	20,275

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	18,650	0	18,650	0	0	18,650
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	63,209	0	63,209	0	0	63,209
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	226,937	(194)	226,744	0	0	226,744
71020	11-000-291-220	Social Security Contributions	47,736	0	47,736	14,836	32,578	322
71060	11-000-291-241	Other Retirement Contributions - PERS	42,451	0	42,451	0	0	42,451
71140	11-000-291-250	Unemployment Compensation	275	0	275	0	98	178
71160	11-000-291-260	Workmen's Compensation	65,623	0	65,623	51,056	0	14,567
71180	11-000-291-270	Health Benefits	1,183,888	0	1,183,888	384,849	757,393	41,646
71200	11-000-291-280	Tuition Reimbursement	17,700	0	17,700	0	0	17,700
71220	11-000-291-290	Other Employee Benefits	243,918	0	243,918	3,105	200,027	40,786
75600	12-000-220-73_	Undist. Expend. – Support Serv. – Inst.	42,890	0	42,890	0	0	42,890
75700	12-000-261-73_	Undist. Expend. –Required Maint. For Sch	144,452	(14,400)	130,052	3,143	2,487	124,422
76180	12-000-400-780	Infrastructure	400,000	0	400,000	0	1,465	398,535
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	6,081	0	6,081	0	6,081	0
84000	10-000-100-56_	Transfer of Funds to Charter Schools	17,758	0	17,758	0	0	17,758
Total			9,549,294	1,036	9,550,330	2,065,023	5,229,922	2,255,388

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		(\$196,668.16)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$214,109.71	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$214,109.71
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$0.00
Resources:			
301	Estimated revenues	\$415,120.00	
302	Less revenues	(\$21,720.00)	\$393,400.00
Total assets and resources			<u>\$410,841.55</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:				
101	Cash in bank			(\$196,668.16)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$170,578.88
	Other current liabilities			\$0.00
	Total liabilities			\$170,578.88
Fund Balance:				
Appropriated:				
753,754	Reserve for encumbrances		\$512,972.19	
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$1,758,444.33		
602	Less: Expenditures	(\$191,920.05)		
	Less: Encumbrances	(\$502,205.79)	(\$694,125.84)	\$1,064,318.49
	Total appropriated			\$1,577,290.68
Unappropriated:				
770	Fund balance, July 1		\$6,296.32	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		(\$1,343,324.33)	
	Total fund balance			\$240,262.67
	Total liabilities and fund equity			\$410,841.55

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,758,444.33	\$694,125.84	\$1,064,318.49
Revenues	(\$415,120.00)	(\$21,720.00)	(\$393,400.00)
Subtotal	<u>\$1,343,324.33</u>	<u>\$672,405.84</u>	<u>\$670,918.49</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,343,324.33</u>	<u>\$672,405.84</u>	<u>\$670,918.49</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,343,324.33</u>	<u>\$672,405.84</u>	<u>\$670,918.49</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,343,324.33</u>	<u>\$672,405.84</u>	<u>\$670,918.49</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,343,324.33</u>	<u>\$672,405.84</u>	<u>\$670,918.49</u>

Prepared and submitted by: David Kozlowski
Board Secretary

12/3/21
Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	0	0	16,416		(16,416)
00770	Total Revenues from State Sources	117,075	0	117,075	5,304	Under	111,771
00830	Total Revenues from Federal Sources	255,175	0	255,175	0	Under	255,175
0083A	Other	42,870	0	42,870	0	Under	42,870
	Total	415,120	0	415,120	21,720		393,400

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	517,008	109,016	626,024	94,182	228,210	303,832
85120	Total Instruction	131,946	0	131,946	26,349	105,497	100
86380	Total Support Services	27,999	0	27,999	2,993	2,244	22,762
88740	Total Federal Projects	965,125	7,350	972,475	68,396	166,254	737,824
	Total	1,642,078	116,366	1,758,444	191,920	502,206	1,064,318

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 20 SPECIAL REVENUE FUNDS

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:		0	0	0	16,416		(16,416)
00760	20-3218 Preschool Education Aid	117,075	0	117,075	5,304	Under	111,771
00775	20-441[1-6] Title I	117,626	0	117,626	0	Under	117,626
00780	20-445[1-5] Title II	15,028	0	15,028	0	Under	15,028
00790	20-447[1-4] Title IV	10,941	0	10,941	0	Under	10,941
00805	20-442[0-9] I.D.E.A. Part B (Handicapped)	111,580	0	111,580	0	Under	111,580
00835	20-5200 Transfers from Operating Budget - Presch	42,870	0	42,870	0	Under	42,870
Total		415,120	0	415,120	21,720		393,400
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
		517,008	109,016	626,024	94,182	228,210	303,632
85000	20-218-100-101 Salaries of Teachers	131,746	0	131,746	26,349	105,397	0
85080	20-218-100-6 General Supplies	200	0	200	0	100	100
86220	20-218-200-330 Other Purchased Professional Services	27,999	0	27,999	2,993	2,244	22,762
88500	20-_-_-_- Title I	130,998	666	131,664	15,055	10,474	106,135
88520	20-_-_-_- Title II	16,605	0	16,605	5,000	1,423	10,182
88560	20-_-_-_- Title IV	10,000	0	10,000	0	0	10,000
88620	20-_-_-_- I.D.E.A. Part B (Handicapped)	134,981	4,290	139,271	27,652	12,274	99,346
88642	20-224-_-_- ARP-IDEA Preschool Grant Program	1,951	0	1,951	0	0	1,951
88700	20-_-_-_- Other	0	2,394	2,394	2,394	0	0
88706	20-479-_-_- CRF Grant Program	9,274	0	9,274	0	9,274	0
88713	20-487-_-_- ARP-ESSER Grant Program	661,316	0	661,316	18,296	132,810	510,210
Total		1,642,078	116,366	1,758,444	191,920	502,206	1,064,318

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$916,834.23
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$0.00
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00
Total assets and resources			<u>\$916,834.23</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$519.50	
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$931,424.23		
602	Less: Expenditures	(\$14,590.00)		
	Less: Encumbrances	(\$519.50)	(\$15,109.50)	\$916,314.73
	Total appropriated			\$916,834.23
	Unappropriated:			
770	Fund balance, July 1		\$931,424.23	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		(\$931,424.23)	
	Total fund balance			\$916,834.23
	Total liabilities and fund equity			<u>\$916,834.23</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$931,424.23	\$15,109.50	\$916,314.73
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$15,109.50</u>	<u>\$916,314.73</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$15,109.50</u>	<u>\$916,314.73</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$15,109.50</u>	<u>\$916,314.73</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$931,424.23</u>	<u>\$15,109.50</u>	<u>\$916,314.73</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$931,424.23</u>	<u>\$15,109.50</u>	<u>\$916,314.73</u>

Prepared and submitted by: David Weene
Board Secretary

12/3/21
Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	931,424	931,424	14,590	520	916,315
Total	0	931,424	931,424	14,590	520	916,315

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 30 CAPITAL PROJECTS FUNDS

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	931,424	931,424	14,590	520	916,315
Total	0	931,424	931,424	14,590	520	916,315

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		(\$81,852.59)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$0.00
Resources:			
301	Estimated revenues	\$225,023.00	
302	Less revenues	(\$94,213.24)	\$130,809.76
Total assets and resources			<u>\$48,957.17</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 DEBT SERVICE FUNDS

Liabilities and Fund Equity

Liabilities:				
101	Cash in bank			(\$81,852.59)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00
Fund Balance:				
Appropriated:				
753,754	Reserve for encumbrances		\$48,956.88	
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$225,023.00		
602	Less: Expenditures	(\$176,066.12)		
	Less: Encumbrances	(\$48,956.88)	(\$225,023.00)	\$0.00
	Total appropriated		\$48,956.88	
Unappropriated:				
770	Fund balance, July 1		\$0.29	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$48,957.17
	Total liabilities and fund equity			<u>\$48,957.17</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$225,023.00	\$225,023.00	\$0.00
Revenues	(\$225,023.00)	(\$94,213.24)	(\$130,809.76)
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$130,809.76</u>	<u>(\$130,809.76)</u>

Prepared and submitted by :

David Kauer

Board Secretary

12/3/21

Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 DEBT SERVICE FUNDS

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
00885	Total Revenues from Local Sources	153,733	0	153,733	38,433	Under	115,300
0093A	Other	71,290	0	71,290	55,780	Under	15,510
	Total	225,023	0	225,023	94,213		130,810
Expenditures:							
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	225,023	0	225,023	176,066	48,957	0
	Total	225,023	0	225,023	176,066	48,957	0

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	153,733	0	153,733	38,433	Under	115,300
00890	40-3160	Debt Service Aid Type II	71,290	0	71,290	55,780	Under	15,510
Total			225,023	0	225,023	94,213		130,810

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	100,023	0	100,023	51,066	48,957	0
89620	40-701-510-910	Redemption of Principal	125,000	0	125,000	125,000	0	0
Total			225,023	0	225,023	176,066	48,957	0

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:			
101	Cash in bank		\$129,680.23
102 - 106	Cash Equivalents		\$40,817.02
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	(\$2,944.55)	
142	Intergovernmental - Federal	(\$24,446.24)	
143	Intergovernmental - Other	\$216,475.01	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$189,084.22
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
Other Current Assets			\$22,842.58
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	(\$23,144.47)	(\$23,144.47)
Total assets and resources			<u>\$359,279.58</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 ENTERPRISE FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$44,669.80
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$8,296.12
	Total liabilities		\$52,965.92

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$377,505.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	(\$29,208.90)	
	Less: Encumbrances	(\$221,487.11)	(\$250,696.01)
	Total appropriated		\$126,808.99

Unappropriated:

770	Fund balance, July 1		\$179,504.67
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$306,313.66
	Total liabilities and fund equity		<u>\$359,279.58</u>

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 ENTERPRISE FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$250,696.01	(\$250,696.01)
Revenues	\$0.00	(\$23,144.47)	\$23,144.47
Subtotal	<u>\$0.00</u>	<u>\$227,551.54</u>	<u>(\$227,551.54)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$227,551.54</u>	<u>(\$227,551.54)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$227,551.54</u>	<u>(\$227,551.54)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$227,551.54</u>	<u>(\$227,551.54)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$227,551.54</u>	<u>(\$227,551.54)</u>

Prepared and submitted by :

David Noye

Board Secretary

12/3/21

Date

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 ENTERPRISE FUND

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
	(Total of Accounts W/O a Grid# Assigned)	0	0	0	23,144		(23,144)
Total		0	0	0	23,144		(23,144)
Expenditures:							
	(Total of Accounts W/O a Grid# Assigned)	0	0	0	29,209	221,487	(250,696)
Total		0	0	0	29,209	221,487	(250,696)

Starting date 7/1/2021 Ending date 10/31/2021 Fund: 60 ENTERPRISE FUND

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	0	0	23,144		(23,144)
Total	0	0	0	23,144		(23,144)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	0	0	29,209	221,487	(250,696)
Total	0	0	0	29,209	221,487	(250,696)

REPORT OF THE TREASURER
TO THE SOMERDALE BOARD OF EDUCATION
As of October 31, 2021

CASH REPORT					
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)	
1	General Fund - Fund 10	2,082,046.37	876,062.65	790,173.53	2,167,935.49
	Capital Reserve - Fund 10	743,370.65	63.14	0.00	743,433.79
2	Special Revenue Fund - Fund 20	(144,609.21)	16,416.00	68,474.95	(196,668.16)
3	Capital Projects Fund - Fund 30	931,424.23	0.00	14,590.00	916,834.23
4	Debt Service Fund - Fund 40	(81,852.59)	0.00	0.00	(81,852.59)
5	Total Governmental Funds (Lines 1 thru 4)	3,530,379.45	892,541.79	873,238.48	3,549,682.76
6	Cafeteria- Fund 60	142,956.67	22,679.46	35,955.90	129,680.23
7	TRUST AND AGENCY FUNDS (Fund 6X) Payroll	503.48	259,832.03	259,831.28	504.23
8	Payroll Agency	47,411.74	202,367.02	205,428.30	44,350.46
9	Medical Reimbursement	3,975.32	510.31	1,316.45	3,169.18
10	Student Activities	24,849.00	3,898.30	7,867.25	20,880.05
11	Unemployment	93,663.50	256.42	0.00	93,919.92
12	Park Technology Services	61,152.76	5.19	0.00	61,157.95
13	After School Care	11,196.58	10,831.12	4,908.05	17,119.65
14	Total Trust & Agency Funds (Lines 7 thru 12)	242,752.38	477,700.39	479,351.33	241,101.44
15	Total All Funds (Lines 5, 6, and 13)	3,916,088.50	1,392,921.64	1,388,545.71	3,920,464.43

Prepared By:

Nancy Strassle

Acting Treasurer, Nancy Strassle

11/19/21

Date

Attachment #1 - Finance Item #1

**SOMERDALE PUBLIC SCHOOLS
GENERAL ACCT RECONCILIATION
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$ 1,895,375.25
Add: Deposits in Transit	-
	-
Bond interest transfer	79.42
Less: Outstanding Checks (see attached listing)	6,039.93

Adjusted Bank Balance

\$ 1,889,414.74

Balance per Books:

Beginning Balance	\$ 1,855,584.57
Add: Receipts	892,478.65
Less: Disbursements	858,648.48

Ending Book Balance

\$ 1,889,414.74

Variance \$ -

SOMERDALE PUBLIC SCHOOLS
GENERAL ACCT
Outstanding Checks
As of October 31, 2021

23519	\$	132.70	
24043	\$	250.00	
24271	\$	1,395.00	
24284	\$	160.84	
24302	\$	891.00	
24306	\$	266.90	
24322	\$	1,508.49	
24328	\$	1,435.00	
Total	\$	<u>6,039.93</u>	<u>\$ 6,039.93</u>

**SOMERDALE PUBLIC SCHOOLS
CAPITAL RESERVE ACCT RECONCILIATION
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$ 743,433.79
Add: Deposits in Transit	-
Less: Outstanding Checks	-

Adjusted Bank Balance	<u><u>\$ 743,433.79</u></u>
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Balance per Books:

Beginning Book Balance	\$ 743,370.65
Add: Receipts	63.14
Less: Disbursements	-

Ending Book Balance	<u><u>\$ 743,433.79</u></u>
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Variance	\$ -
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**SOMERDALE PUBLIC SCHOOLS
BOND ACCOUNT
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$ 935,108.45
Add: Deposits in Transit	-
Less: Outstanding Checks	\$ 18,194.80
Bond interest transfer	79.42

Adjusted Bank Balance \$ 916,834.23

Balance per Books:

Beginning Book Balance	\$ 931,424.23
Add: Receipts	-
Less: Disbursements	14,590.00
(Transfer to General Acct.)	-
Ending Book Balance	<u><u>\$ 916,834.23</u></u>

Variance \$ -

1047	\$	14,590.00
1046	\$	<u>3,604.80</u>
	\$	18,194.80

**SOMERDALE PUBLIC SCHOOLS
LUNCH ACCOUNT
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance		\$ 131,296.08
Add: Deposits in Transit		-
Less: Outstanding Checks	see attached listing	1,615.85

Adjusted Bank Balance \$ 129,680.23

Balance per Books:

Beginning Book Balance		\$ 142,956.67
Add: Receipts		\$ 22,679.46
Less: Disbursements		\$ 35,955.90
Ending Book Balance		<u><u>\$ 129,680.23</u></u>
Variance		\$ -

1590	\$	6.00
1591	\$	3.25
1592	\$	5.35
1600	\$	8.15
1601	\$	19.75
1605	\$	3.35
1644	\$	1,570.00
	\$	<u>1,615.85</u>

**SOMERDALE PUBLIC SCHOOLS
PAYROLL ACCT RECONCILIATION
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$	504.23
Add: Deposits in Transit		-
Less: Outstanding Checks		-

Adjusted Bank Balance \$ 504.23

Balance per Books:

Beginning Book Balance	\$	503.48
Add: Receipts		259,832.03
Less: Disbursements		259,831.28
Ending Book Balance	<u><u>\$</u></u>	<u><u>504.23</u></u>
Variance	\$	0.00

**SOMERDALE PUBLIC SCHOOLS
AGENCY ACCT RECONCILIATION
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$	62,443.70
Add: Deposits in Transit		-
Less: Outstanding Checks see attached listing		18,093.24

Adjusted Bank Balance	\$	<u>44,350.46</u>
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Balance per Books:

Beginning Book Balance	\$	47,411.74
Add: Receipts		202,367.02
Less: Disbursements		205,428.30

Ending Book Balance	\$	<u>44,350.46</u>
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Variance	\$	(0.00)
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	Check #	Amount
	1569	\$ 657.22
	1570	\$ 260.06
	1571	\$ 1,196.60
	1572	\$ 2,442.32
	1575	\$ 7,595.02
	1576	\$ 812.64
	1577	\$ 4,920.62
EFT	ommonweal	\$ 208.76
		<u>\$18,093.24</u>

**SOMERDALE PUBLIC SCHOOLS
FSA MEDICAL ACCOUNT
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$ 3,246.73
Add: Deposits in Transit	-
Less: Credits in Transit	77.55

Adjusted Bank Balance \$ 3,169.18

Balance per Books:

Beginning Book Balance	\$ 3,975.32
Add: Receipts	510.31
Less: Disbursements	1,316.45

Ending Book Balance \$ 3,169.18

Variance \$ -

**SOMERDALE PUBLIC SCHOOLS
STUDENT ACTIVITIES
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance		\$24,670.55
Add: Deposits in Transit		-
Less: Outstanding Checks	see attached list	3,790.50

Adjusted Bank Balance		<u><u>\$20,880.05</u></u>
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Balance per Books:

Beginning Book Balance	\$24,849.00
Add: Receipts	3,898.30
Less: Disbursements	7,867.25

Ending Book Balance	<u><u>\$20,880.05</u></u>
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Variance	\$ -
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3234	\$	53.75
3239	\$	21.25
3244	\$	42.50
3247	\$	21.25
3253	\$	42.50
3255	\$	37.50
3259	\$	37.50
3270	\$	5.00
3274	\$	35.00
3275	\$	19.00
3296	\$	30.00
3309	\$	50.00
3310	\$	50.00
3336	\$	\$3,345.25

\$3,790.50

**SOMERDALE PUBLIC SCHOOLS
UNEMPLOYMENT ACCOUNT
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$ 93,919.92
Add: Deposits in Transit	-
Less: Outstanding Checks	-
Adjusted Bank Balance	<u>\$ 93,919.92</u>

Balance per Books:

Beginning Book Balance	\$ 93,663.50
Add: Receipts	256.42
Less: Disbursements	-
Ending Book Balance	<u>\$ 93,919.92</u>
Variance	\$ -

**SOMERDALE PUBLIC SCHOOLS
PARK TECHNOLOGY SERVICES ACCOUNT
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance	\$ 61,157.95
Add: Deposits in Transit	-
Less: Outstanding Checks	-
Adjusted Bank Balance	<u><u>\$ 61,157.95</u></u>

Balance per Books:

Beginning Balance	\$ 61,152.76
Add: Receipts	5.19
Less: Disbursements	-
Ending Book Balance	<u><u>\$ 61,157.95</u></u>
	\$ -

**SOMERDALE PUBLIC SCHOOLS
AFTER SCHOOL CARE
As of October 31, 2021**

Balance per Bank:

Ending Bank Balance \$ 17,119.65

Add: Deposits in Transit -

Less: Outstanding Checks -

Adjusted Bank Balance \$ 17,119.65

Balance per Books:

Beginning Balance \$ 11,196.58

Add: Receipts 10,831.12

Less: Disbursements 4,908.05

Ending Book Balance \$ 17,119.65

\$ -

Starting date 11/15/2021

Ending date 11/15/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A08085	11/15/21		1351	SOMERDALE BOE PAYROLL		14,190.43
A08086	11/15/21		PAY	SOMERDALE BOE PAYROLL		225,701.53

Fund Totals

10	GENERAL FUND	\$14,190.43
11	GENERAL CURRENT EXPENSE	\$217,714.23
20	SPECIAL REVENUE FUNDS	\$7,987.30
	Total for all checks listed	\$239,891.96

Prepared and submitted by: _____

Board Secretary

_____ Date

Starting date 11/22/2021 Ending date 11/30/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
113021	11/30/21		1351	SOMERDALE BOE PAYROLL	State Share FICA 11-30-21	14,190.43
A08087	11/30/21		PAY	SOMERDALE BOE PAYROLL		213,564.21
A08088	11/22/21		PAY	SOMERDALE BOE PAYROLL	Payroll BS Fica	1,313.98

Fund Totals

10	GENERAL FUND	\$14,190.43
11	GENERAL CURRENT EXPENSE	\$208,290.89
20	SPECIAL REVENUE FUNDS	\$6,587.30
	Total for all checks listed	\$229,068.62

Prepared and submitted by: _____
 Board Secretary

 Date

Start date 12/3/2021 End date 12/3/2021

12/03/21 14:23

(1267) NUTRI SERVE

\$11,873.90

Ck# 001650 12/03/21 \$11,873.90
 PO 200005 07/01/21 Cafeteria Services
 PO 200005 07/01/21 Cafeteria Services
 PO 200005 07/01/21 Cafeteria Services
 PO 200005 07/01/21 Cafeteria Services
 PO 200005 07/01/21 Cafeteria Services

60-910-310-100-00-0-0	\$95,000.00	\$7,074.65 P
60-910-310-330-00-0-0	\$14,450.00	\$722.50 P
60-910-310-600-00-0-0	\$7,000.00	\$91.06 P
60-910-310-870-00-0-0	\$60,000.00	\$3,634.68 P
60-910-310-890-00-0-0	\$9,000.00	\$351.01 P

1 Checks Total of all checks listed = \$11,873.90

Vendor Checks by Period Somerdale Board of Education

Start date 12/3/2021 End date 12/3/2021

12/03/21 12:25

(S239) Landberg Construction LLC

\$94,500.00

Ck# 001049 12/03/21 \$94,500.00

PO 200432 12/03/21 Fund 30 Expenses for Project

30-000-418-710-00-0-0

\$94,500.00

1 Checks Total of all checks listed =

\$94,500.00

Start date 12/3/2021 End date 12/3/2021

12/03/21 12:06

(1017) AMERIHEALTH INSURANCE CO OF NJ		\$80,428.52		
Ck# 024396	12/03/21	\$80,428.52		
PO 200120	07/12/21	Medical benefits	11-000-291-270-00-0-0	\$903,481.70 \$80,428.52 P
(C597) Arthur Door Co. Inc.		\$707.00		
Ck# 024397	12/03/21	\$707.00		
PO 200295	09/23/21	Garage door repair;Peg	11-000-261-420-00-0-0	\$707.00
(1355) BOROUGH OF SOMERDALE		\$107,008.32		
Ck# 024398	12/03/21	\$107,008.32		
PO 200129	07/12/21	Maintenance Shared Service	11-000-262-300-00-0-0	\$428,033.28 \$107,008.32 P
(0148) Collingswood Public Schools		\$4,686.80		
Ck# 024399	12/03/21	\$4,686.80		
PO 200248	09/01/21	RW Tuition	11-000-100-562-00-0-0	\$23,261.00 \$2,326.10 P
PO 200283	09/20/21	RW 1-1 aide	11-213-100-320-00-0-0	\$23,607.00 \$2,360.70 P
(0305) Cooper University Physicians - Pediatric		\$62.50		
Ck# 024400	12/03/21	\$62.50		
PO 200118	07/12/21	Medical Services	11-000-213-320-00-0-0	\$595.00 \$62.50 P
(1103) DELTA DENTAL		\$3,671.62		
Ck# 024401	12/03/21	\$3,671.62		
PO 200119	07/12/21	Dental benefits	11-000-291-270-00-0-0	\$39,221.60 \$3,671.62 P
(2054) DEMCO		\$231.81		
Ck# 024402	12/03/21	\$231.81		
PO 200044	07/01/21	Library Supplies; MBURTRON	11-000-222-600-00-0-0	\$234.06 \$231.81 P
(0120) Direct Energy Business		\$923.79		
Ck# 024403	12/03/21	\$923.79		
PO 200155	07/12/21	Gas	11-000-262-621-00-0-0	\$19,044.00 \$923.79 P
(G055) ESS Northeast, LLC		\$24,768.52		
Ck# 024405	12/03/21	\$24,768.52		
PO 200412	11/10/21	Week ending 10-30-2021	11-213-100-320-00-0-0	\$6,010.09
PO 200412	11/10/21	Week ending 10-30-2021	11-230-100-320-00-0-0	\$1,496.30
PO 200412	11/10/21	Week ending 10-30-2021	20-218-200-330-00-0-0	\$748.15
PO 200412	11/10/21	Week ending 10-30-2021	20-231-100-300-00-0-0	\$3,840.50
PO 200412	11/10/21	Week ending 10-30-2021	20-250-100-300-00-0-0	\$2,618.51
PO 200413	11/10/21	Week ending 10-30-2021 (Subs)	11-000-219-320-00-0-0	\$359.10
PO 200413	11/10/21	Week ending 10-30-2021 (Subs)	11-190-100-320-00-0-0	\$1,975.05
PO 200413	11/10/21	Week ending 10-30-2021 (Subs)	11-213-100-320-00-0-0	\$897.75
PO 200413	11/10/21	Week ending 10-30-2021 (Subs)	11-401-100-320-00-0-0	\$179.55
PO 200416	11/11/21	Week ending 11-6-2021 (Subs)	11-190-100-610-00-0-0	\$718.20
PO 200416	11/11/21	Week ending 11-6-2021 (Subs)	11-213-100-320-00-0-0	\$359.10
PO 200417	11/11/21	Week ending 11-6-2021	11-213-100-320-00-0-0	\$2,084.83
PO 200417	11/11/21	Week ending 11-6-2021	11-230-100-320-00-0-0	\$757.93
PO 200417	11/11/21	Week ending 11-6-2021	20-218-200-330-00-0-0	\$299.26
PO 200417	11/11/21	Week ending 11-6-2021	20-231-100-300-00-0-0	\$1,376.79
PO 200417	11/11/21	Week ending 11-6-2021	20-250-100-300-00-0-0	\$1,047.41

Start date 12/3/2021 End date 12/3/2021

12/03/21 12:06

(2158) FOUNDATION FOR EDUCATIONAL ADMINISTRATIO		\$175.00		
Ck# 024406	12/03/21	\$175.00		
PO 200290	09/20/21 AS & RF workshop		11-000-223-590-00-0-0	\$175.00
(1140) GCSSSD		\$9,782.00		
Ck# 024407	12/03/21	\$9,782.00		
PO 200321	10/08/21 Tuition		11-000-100-565-00-0-0	\$86,040.00 \$9,082.00 P
PO 200323	10/08/21 Out of county fee		11-000-100-565-00-0-0	\$6,300.00 \$700.00 P
(L298) General Healthcare Resources, LLC		\$9,424.00		
Ck# 024408	12/03/21	\$9,424.00		
PO 200169	07/14/21 OT-Services		11-000-216-320-00-0-0	\$24,320.00 \$1,824.00 P
PO 200182	07/14/21 Speech-Services		11-000-216-320-00-0-0	\$97,356.00 \$7,600.00 P
(A483) Interpreters Unlimited, Inc.		\$301.25		
Ck# 024409	12/03/21	\$301.25		
PO 200232	08/17/21 Interpreter services		11-000-219-320-00-0-0	\$630.00 \$301.25 P
(1433) LAKESHORE		\$126.47		
Ck# 024410	12/03/21	\$126.47		
PO 200385	10/26/21 toys; m durand		20-251-100-600-00-0-0	\$126.47
(A745) LobbyGuard Solutions, LLC		\$500.00		
Ck# 024411	12/03/21	\$500.00		
PO 200408	11/09/21 LobbyGuard Visitor Management		11-000-266-340-00-0-0	\$500.00
(0130) Multi-Temp Mechanical Inc.		\$1,190.63		
Ck# 024412	12/03/21	\$1,190.63		
PO 200231	08/17/21 A3		11-000-261-420-00-0-0	\$2,153.06 \$1,190.63 P
(2187) NATIONAL VISION ADMINISTRATORS, LLC		\$455.73		
Ck# 024413	12/03/21	\$455.73		
PO 200122	07/12/21 Vision benefits		11-000-291-270-00-0-0	\$3,318.70 \$455.73 P
(1251) NJ AMERICAN WATER CO INC		\$1,385.54		
Ck# 024414	12/03/21	\$1,385.54		
PO 200148	07/12/21 water		11-000-262-490-00-0-0	\$5,760.00 \$1,385.54 P
(W040) OnCourse		\$23,459.28		
Ck# 024415	12/03/21	\$23,459.28		
PO 200404	11/08/21 All OnCourse services		11-000-211-340-00-0-0	\$7,628.00
PO 200404	11/08/21 All OnCourse services		11-000-221-500-00-0-0	\$3,521.00
PO 200404	11/08/21 All OnCourse services		11-000-240-340-00-0-0	\$1,938.00
PO 200404	11/08/21 All OnCourse services		11-190-100-610-00-0-0	\$2,200.00
PO 200404	11/08/21 All OnCourse services		20-483-100-600-00-0-0	\$8,172.28
(R656) Open Up Resources Corp		\$1,063.00		
Ck# 024416	12/03/21	\$1,063.00		
PO 200265	09/14/21 Bookworms Materials		11-190-100-610-00-0-0	\$1,604.00 \$1,063.00 P
(2179) PETROSH'S BIG TOP		\$420.00		
Ck# 024417	12/03/21	\$420.00		
PO 200382	10/27/21 Events		11-401-100-500-00-0-0	\$420.00

Transfers by Transfer Number

Somerdale Board of Education

Start date 10/1/2021

End date 10/31/2021

TR#	Transfer Description	Amount	To Account	From Account
2841	10/04/21 IXL license	5,440.00	11-190-100-610-00-0-0 INSTRUCTIONAL SUPPLIES	11-000-221-110-00-0-0 CURRICULUM SUPERVISOR
2842	10/06/21 Glowforge	1,179.00	20-250-400-731-00-0-0 Instructional Equipment	20-250-100-600-00-0-0 IDEA B Instructional Supplies
2843	10/12/21 Speech supplies	1,029.00	11-000-216-600-00-0-0 OT/PT/SPEECH SUPPLIES	11-000-219-600-00-0-0 CST SUPPLIES
2844	10/15/21 Language Arts supplies	1,100.00	11-130-100-610-15-0-0 6-8 GRADE LANG ART SUPPLIES	11-130-100-640-15-0-0 6-8 GRADE LANG ART
2845	10/20/21 library supplies	60.00	11-000-222-600-00-0-0 LIBRARY/MEDIA CENTER	11-000-222-500-00-0-0 MEDIA CENTER PURCH
2846	10/26/21 Spec Ed home inst	192.00	11-219-100-320-00-0-0 SPEC ED HOME INSTR PROF	11-213-100-320-00-0-0 SPECIAL ED PROF ED SERVICES
		9,000.00	Report Total	

David Nese

ARP-ESSER II

	Account	\$992,670.00	Adjustments after quotes
Staffing			
Home Bound Instructors	100-100	\$50,000.00	
2 Part time Math interventionist	100-100	\$57,132.00	
Paraprofessionals	100-500	\$80,000.00	
1 Part time ELA interventionist	100-100	\$28,566.00	
Summer Program 2022-2023			
Salaries	100-100	\$50,000.00	
Admission Fees	100-800	\$5,000.00	
Assemblies	100-300	\$16,000.00	
Programming	200-300	\$21,000.00	
Transporation	200-500	\$20,000.00	
Registration portal	200-600	\$6,000.00	
Instructional supplies and Programs			
Bookworms Books and supplies	100-600	\$25,301.00	
Bookworms Training PD	200-300	\$18,000.00	
Bookworms Coaching	200-300	\$112,500.00	
SEL/Mental Health	100-600	\$25,000.00	
Assemblies	100-300	\$11,000.00	
Outdoor Instructional spaces			
Fencing around Playground	400-720	\$10,000.00	
Ampitheater	400-720	\$77,964.00	
Indoor Improvements			
3 Doors with windows for CST	400-720	\$30,000.00	
Library upgrades for Social Dist	400-720	\$115,000.00	
Tele Conference Room	200-600	\$10,000.00	
Tele Conference Room Renovoations	400-720	\$5,000.00	
Zoom	100-500	\$13,780.00	
Technology			
Admin technology	200-600	\$43,000.00	
GlowForge Printer	100-600	\$12,000.00	
PD	200-300	\$20,000.00	
PPE	200-600	\$47,492.00	
Wipes			
gloves			
Sneeze Guards			
masks			
HVAC	200-400	\$82,935.00	
Total		\$992,670.00	

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Somerdale Park School
District Name: Somerdale School District
School Year: July 1, 2020 - June 30, 2021



[Attachment #1 - Reports Item #1](#)

School Name: Somerdale Park School

District Name: Somerdale School District

School Year: July 1, 2020 - June 30, 2021

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)		
Indicators		Score (0-3)
A.	The school annually <i>established</i> HIB programs, approaches or other initiatives.	2
B.	The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C.	The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	1
D.	The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E.	The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)		11

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)		
Indicators		Score (0-3)
A.	School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B.	The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C.	The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)		8

School Name: Somerdale Park School

District Name: Somerdale School District

School Year: July 1, 2020 - June 30, 2021

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	1
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	1
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)		11

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Somerdale Park School

District Name: Somerdale School District

School Year: July 1, 2020 - June 30, 2021

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)		
Indicators		Score (0-3)
A.	The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B.	The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C.	The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)		8

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))		
Option A		
Indicators		Score (0-3)
A.	The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B.	The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)		6

School Name: Somerdale Park School

District Name: Somerdale School District

School Year: July 1, 2020 - June 30, 2021

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
Option A	
Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)	
Indicators	Score (0-3)
A. The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	68

HIBster Report
All Incidents
Somerdale Park School
Date Created: 11/12/2021

224689_SPS_11112021

Tracking #: 224689_SPS_11112021
Incident Date: 11/1/2021
Incident Time: 2:00 PM

Date Entered: 11/11/2021
School: Somerdale Park School
Investigation Type: HIB

Type:

Does not match any of the criterias

Classification:

Demeaning, Gesture, Hitting

Location:

Classroom

Evidence:

None

Motivation:

Sexual Orientation

Conclusion:

Unfounded For Alleged Offenders

Effects of HIB:

Submitted to BOE? Yes, 12/9/2021

.....

SOMERDALE PARK SCHOOL
JOB DESCRIPTION

DIRECTOR OF SPECIAL EDUCATION

Qualifications: Master's Educational Leadership or related field

Must hold a Principal Certificate

Corresponding certifications issued by the New Jersey State Department of Education pertaining to qualifications listed above

Reports to: Superintendent of Schools

Duties and Responsibilities:

1. Ensure all students with disabilities who are in need of special education and related services, including students with disabilities attending non-public schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to NJAC 6A-14.
2. Ensure a free, appropriate, public education is available to all students with disabilities between the ages of three and twenty-one, including students with disabilities who have been suspended.
3. Serve as the Supervisor to the Child Study Team and coordinate the services of the School Psychologists, Social Worker, LDTC, School Counselor, Speech/Language Therapists, Physical Therapists, Augmentative and Assistive Communication Specialists, Occupational Therapists, Behavior Analysts, Registered Behavioral Technicians, and other related service providers to the needs of the District.
4. Monitor time lines of evaluation plans, initial, and re-evaluations, IEP development, and annual review.
5. Monitor case management and assign as necessary.
6. Oversee the development and revisions of notices, forms, and the IEP.
7. Establish criteria and implement procedures that safeguard confidentiality regarding students and all school matters.
8. Under the direction of the Superintendent of Schools, identify and determine overall goals and objectives for the special education department.
9. Build and maintain quality in-district special education programs.
10. Develop and monitor the special education budget(s).
11. Complete, in a timely manner, county, state, and federal reports as required.
12. Complete, submit, and monitor the IDEA grant and any other special education grant proposals as assigned.
13. Interview and advise on the appointment of professional, para-professional, and support personnel.
14. Schedule, supervise, and provide training for classroom assistants as appropriate (including crisis management training).
15. Conduct observations and evaluations.

16. Establish communication, maintain good public relations, and outreach activities with other public, private, and non-public schools and community agencies.
17. Hold ongoing meetings of the child study team for the purpose of evaluations and updating programs and professional development.
18. Serve as the District's representative for extra-curricular and co-curricular activities (as related to special education students) as necessary.
19. Serve as a member of the district leadership team and attend meetings as required.
20. Submit an annual report as well as reports requested on activities and progress of the Special Education department.
21. Analyze standardized test data for students' performance and data analysis.
22. Monitor programs of Federal/State grant-funded initiatives and supply information for the ESSA grant.
23. Serve as case manager for assigned classified students both within and out-of-district.
24. Develop Individualized Education Plans (IEPs) in conjunction with liaison teachers for students in caseload.
25. Provide support for teachers regarding IEP writing software. Liaison to IEP writing software.
26. Consult with teachers and other personnel concerning student progress; monitor implementation of IEPs.
27. Provide training for general education and special education teachers (including crisis management training).
28. Attend countywide monthly special education meeting.
29. Participate in initial referral and re-evaluation process for all students as needed.
30. Assist with the daily operation of the district, in particular in the absence of the Principal and/or Vice Principal, on matters such as school safety and discipline.
31. Maintain all records regarding above duties.
32. All other duties relative to the position as assigned by the Superintendent.

Terms of Employment: 12-month position

As per agreement with the Board of Education


Salary: Based on the contract rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

Revised: December 2021

NOVEMBER 2021- HEALTH OFFICE REPORT	TOTALS
STUDENTS- SEEN	268+
FACULTY- SEEN	7
STUDENTS SENT HOME:	27
STUDENTS EXCLUDED- Incomplete Immunizations (2) Medical/Public Health Issues (8)	9
STUDENTS ILLNESSES -GENERAL	45
STUDENTS ILLNESSES -COVID SYMPTOM ASSESSMENTS	16
STUDENTS INJURIES-Phys Ed(9), Playground(16), Classroom(6), Self-Inflicted(1), School Prog (1)	35
STUDENTS INJURIES- Student Altercation (3), After-School Program (1), Sch Sports (1)	5
STUDENTS -OLD INJURIES- School Related (), Non-School Related (12)	5
STUDENT MEDICATION ADMINISTRATION- Daily (45), Asthma Inhaler (15), NEBULIZER ()	63
Emergency: Epi-pen (), Benadryl (), BS Testing (), Insulin Administration (), PRN (3)	3
STUDENT ADL ASSISTANCE:	
INCONTINENCE- Bladder (6) Bowel (1) Toileting Assistance (1)	8
Ambulation Assist & Transfers with wheelchair , crutches etc.	0
STUDENT MISC ISSUES:	
UNIFORM ISSUES - R/T Incontinence- (6) , R/T Spills/Tears- (4) , R/T Policy Infraction ()	10+
Hygiene Issues/Menstruation/Fem Hygiene Supplies/Glasses Repairs & other Misc.	8
STUDENTS - BITES	
TYPE: Tick Removals (), Human (), Dog/Cat (), Bedbugs (), Fleas (2), Mosq (1), Spider (2)	3
STUDENTS - RASHES	
TYPE: Eczema (2),Poison Ivy (), Tinea Capitis (), Tinea Corporis (), Contact Dermatitis (2)	4
STUDENTS - DENTAL ISSUES/DENTAL CARE	
Loose/Lost Tooth (4) , Toothache (1) , Decay (1 ,) Braces Discomfort (1) , New tooth eruption	7
Mouth Ulcers (), Dental Referrals (), Broken Tooth (1) , Oral Hygiene Counseling/Teaching ()	1
HEALTH CARE PLANS	
EMERGENCY HEALTH CARE PLANS DEVELOPED/REVIEWED	1
ASTHMA CARE PLANS & "GO Boxes" CREATED FOR STUDENTS WITH ASTHMA	
HEALTH RECORDS CREATED-REVIEWED FOR REGISTRATION/IMMUNIZATION COMPLIANCE	
PRE-K Students for Flu Vaccine Requirement	27
KINDERGARTEN Students for DTP/IPV & MMR Requirements	
6TH GRADE Students for Tdap & Menactra Requirements	8
New Registration Health Records	1
New Student/Staff PPD STATUS and /or contact w HCP/Camden Cty Chest Clinic as needed	
READ/Documented/Faxed Results for PPD placed by other Agencies	1
UTILIZATION OF NJIIS FOR IMMUNIZATION SURVEILLANCE	41+
COVID SURVEILLANCE -STAFF	
STAFF QUARANTINES : POSITIVE COVID (1) CLOSE CONTACT EXPOSURE () POST TRAVEL ()	1
STAFF: POSITIVE TESTS (1) , NEGATIVE TESTS () , SYMPTOMATIC (1)	2
COVID SURVEILLANCE-STUDENT	
STUDENT QUARANTINES : POSITIVE COVID (1) CLOSE CONTACT EXPOSURE (9) , POST TRAVEL ()	10
STAFF: POSITIVE TESTS (1) , NEGATIVE TESTS (19) , SYMPTOMATIC (1)	21
COVID SURVEILLANCE- STUDENT FAMILIES	
FIRST DEGREE OF SEPARATION CASES- STUDENT'S FAMILY MEMBERS POSTIVE	10
SECOND DEGREE OF SEPARATION CASES - STUDENT'S FAMILY	2
CCHD CONTACT: FOR GUIDANCE	2
CCHD LINK : SCHOOL CONTACT TRACING ONLINE SURVEYS COMPLETED ()	2

continued on page 2

SCREENINGS	
Pediculosis	0
Visual Acuity	4
Hearing	3
Height/Weight	3
Scoliosis	1
Blood Pressure- Students (3), Staff (5)	8
REFERRAL SCREENING FORMS COMPLETED: CST(1), I&RS (2), 504 PLANS(),FRONTLINE (4)	7
COMMITTEE MEETINGS ATTENDED: CST (), I&RS (), 504 PLAN (1) SCHOOL SAFETY ()	1
ATHLETICS	
ATHLETIC PHYSICALS RECEIVED/REVIEWED/SCANNED	12
TRIPS TO/FROM SCHOOL PHYSICALS FOR ATHLETIC PHYSICAL REVIEW/APPROVALS	5
Cooper Ped Physician on SPS Campus/Performed Athletic Phys w Parent Consent	0
INCIDENT REPORTS: Student (), Post Restraint Assess.(), Employee (), Non-Employee (2)	2
CORRESPONDANCE/COUNSELING/CONFERENCES:	
HEALTH OFFICE: Power Announcements, () PTA FB Uploads (), Website Uploads ()	
PARENT CONTACT & CONFERENCE VIA PHONE/EMAIL/TEXT/NURSE'S OFFICE VISIT RPTS	78+
FORMS/LTRS TO PARENTS- Vision Referrals(1), Hearing Referrals(), COVID GUIDANCE FLYER(8) ATP(2)	3
STUDENT CONFERENCES/COUNSELING/TEACHING	5
CONTACT W OTHER SCHOOLS RE RECORDS/MEDICAL INFO	3
TRANSFER RECORDS SCANNED & MAILED TO OTHER SCHOOLS	8
CONTACT OUTSIDE AGENCIES: DCP(), CCHD(), NJDOH(), NJDHHS(), NJSSA (1), CCIP (3)	4
REFERRALS TO: Vice Principal (), Guidance (1), Sch Psychologist () Soc Wkr (), HCP (2)	3
MEETINGS/INSERVICES/OTHER:	
<u>Staff Sponsored Annual Holiday Toy Drive Underway - To Date Assisting 18 Families {51 Children}</u>	
**Special Thanks for 1st Prebysterian Church Somerdale for once again sponsoring one of Our Families	
**Special Thanks to M Claybourn's Girl Scout Troop for Sponsoring one of Our Families this year	
**Special Thanks to David Padua & his Marine Brothers for once again donating Toys & Bikes for Our Children	
** Special Thanks to All of the Somerdale Park Staff who have generously sponsored/shopped & made donations to our fund to support our shoppers-- You are ALL Amazing!!	
RESPECTFULLY SUBMITTED:	
	
MARY E . DOW, BSN RN CSN	DATE: 12/6/21

THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY (M)

1648.11

M

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 1. Vaccination – See Appendix A.;
 2. Communication with the Local Health Department – See Appendix B.;
 3. Mask Wearing Protocol – See Appendix C.;
 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
 6. Provision of Meals – See Appendix F.; and

7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:

P 1648.13 – School Employee Vaccination Requirements (M) (New)

SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

1648.13

M

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:

COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

2422

M

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the “AIDS Prevention Act of 1999,” requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.

20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
23. Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
25. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district’s Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant

to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Adopted:

P 2425 – Emergency Virtual or Remote Instruction Program (M) (New)

2425 Emergency Virtual Or Remote Instruction Program (M)

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner of Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the

provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.

2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:

SURROGATE PARENTS AND RESOURCE FAMILY PARENTS (M)

2467

M

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14 when:

1. The parent cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or
4. The student is an unaccompanied youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2.

Qualifications and Selection

The district shall make reasonable efforts to appoint a surrogate parent within thirty days of the determination that a surrogate parent is needed for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; and
5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 if the person serving as the surrogate parent is compensated.

The person(s) serving as a surrogate parent may not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

The Child Study Team Director shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a resource family parent, and the resource family parent is not the parent of the student, the district where the resource family parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Superintendent or designee shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the resource family parent shall serve as the parent unless that person is unwilling to do so. If there is no resource family parent, or if the resource family parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, appointing a surrogate parent, and obtaining all required consent from, and providing written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training may include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Administrative Code Training Materials from the Department of Education website; and

- e. Other relevant materials.
- 2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
- 3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
- 4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
- 5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111

M

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

Eligibility to Attend School

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

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

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

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National

Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

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

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

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

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of

the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

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

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

Proof of Eligibility

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

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

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

Registration Forms and Procedures for Initial Assessment

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

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

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

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

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

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

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

student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

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

Removal of Currently Enrolled Students

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

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a

Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

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

Assessment and Calculation of Tuition

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

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

Nonresident Students

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

Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled with payment of tuition for a period of time not greater than 2 weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within 4 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 1st week and until such time as the student becomes a resident or withdraws from school.

Other Nonresident Students

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

F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the

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

J-1 Visa Students

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

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;
18A:38-3.1; 18A:7B-12
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22
8 CFR 214.3

Adopted:

EDUCATION OF HOMELESS CHILDREN

5116

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the school Social Worker. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq.

Adopted:

P 5751 – Sexual Harassment of Students (M) (Revised)

5751 SEXUAL HARASSMENT OF STUDENTS (M)

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey’s Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. “Sexual harassment” (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student’s participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district’s education program or activity; or
 - c. “Sexual assault” as defined in 20 U.S.C. §1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. §12291(a)(10), “domestic violence” as defined in 34 U.S.C. §12291(a)(8), or “stalking” as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

A school district with “actual knowledge” of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not “deliberately indifferent”.

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district

must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106

United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted:

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)

6115.01

M

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)
2 CFR §200.403

Adopted:

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES (M)

6115.02

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).
3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
 - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
 - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report

new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.

2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:

- a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:

FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST (M)

6115.03

M

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more

economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative

issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:

CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

6311

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

2 CFR §200

Adopted:

EYE PROTECTION (M)

7432

M

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1.

The term “appropriate eye protective device” shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986; and eye protective procedures recommended by the manufacturer of the laser device.

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.

The Building Principal or designee shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f).

N.J.S.A. 18A:40-12.1; 18A:40-12.2

N.J.A.C. 6A:7-1.3

N.J.A.C. 6A:26-12.5

Adopted:

EMERGENCY AND CRISIS SITUATIONS (M)

8420

M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:

SCHOOL NUTRITION PROGRAMS (M)

8540

M

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student’s eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child’s school. A household application must be completed before eligibility is determined. Where

necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2

N.J.A.C. 2:36

Adopted:

MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL (M)

8550

M

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and

3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted:

STUDENT TRANSPORTATION (M)

8600

M

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

The Board may require the compilation of a list of the names of students being transported by a school bus to a school-sponsored activity, including but not limited to, field trips or interscholastic sports programs. The staff member(s) supervising the school-sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize

one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

R 5751 – Sexual Harassment of Students (M) (Revised)

SEXUAL HARASSMENT OF STUDENTS (M)

R 5751

M

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. The school district shall investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c) and Policy and Regulation 5751. In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey’s Anti-Bullying Bill of Rights Act and Policy 5512.

A. Definitions

1. For the purpose of Policy and Regulation 5751 and in accordance with 34 CFR §106:
 - a. “Sexual harassment” (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - (1) An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student’s participation in unwelcome sexual conduct;
 - (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district’s education program or activity; or
 - (3) “Sexual assault” as defined in 20 U.S.C. §1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. §12291(a)(10), “domestic violence” as defined in 34 U.S.C. §12291(a)(8), or “stalking” as defined in 34 U.S.C. §12291(a)(30).
 - b. “Complainant” (34 CFR §106.30(a)) means a student currently enrolled who is alleged to be the Complainant of conduct that could constitute sexual harassment.
 - (1) A parent may act on behalf of the Complainant in accordance with State law, court orders, child custody arrangements, or other sources granting legal rights to parents.

- (2) A parent has a legal right to act on a Complainant's behalf, this right applies throughout all aspects of the Title IX matter, including throughout the grievance process.
- c. "Decision-maker" (34 CFR §106.45(b)(7)) means a staff member(s) who is not the Title IX Coordinator or the school staff member who conducted the investigation, designated by the Superintendent of Schools, to objectively evaluate the relative evidence and reach conclusions about whether the Respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR. §106.
 - d. "Education program or activity" (34 CFR §106.44(a)) includes locations, events, or circumstances over which the school district exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.
 - e. "Formal complaint" (34 CFR §106.30(a)) means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the school district investigate the allegation of sexual harassment. As used in this definition paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the school district) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.
 - f. "Investigator" (34 CFR §106.45(b)(5)) means a staff member or staff members who may be the Title IX Coordinator and who is not a decision-maker, designated by the Superintendent of Schools, to investigate alleged sexual harassment in accordance with 34 CFR §106. The investigator may be the school district's Affirmative Action Officer only if the Affirmative Action Officer is not the decision-maker.
 - g. "Program or activity" and "program" (34 CFR §106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 U.S.C. §8801), system of vocational education, or other school system.
 - h. "Respondent" (34 CFR §106.30(a)) means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- (1) A parent may act on behalf of the Respondent in accordance with State law, court orders, child custody arrangements, or other sources granting legal rights to parents.
 - (2) If a parent has a legal right to act on a Respondent's behalf, this right applies throughout all aspects of the Title IX matter, including throughout the grievance process.
- i. "Title IX Coordinator" (34 CFR §106.8(a)) means an individual designated and approved by the Board to coordinate its efforts to comply with its responsibilities under 34 CFR §106 and this Policy. The individual must be referred to as the "Title IX Coordinator" and may also be the investigator but cannot be the decision-maker.

B. Reporting and Notification Requirements

1. Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.
2. In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
 - a. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.
3. A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".
 - a. The school district has "actual knowledge" when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.
 - (1) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute

sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of B.1. above.

- (2) In addition to the district's response in accordance with this Regulation, the district must report any potential child abuse to appropriate law enforcement and child welfare authorities in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.
 - b. A school district is "deliberately indifferent" only if the response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR §106.44(a).
4. The district is required to offer supportive measures to the Complainant even if the Respondent ceased being enrolled or employed by the district prior to the filing of a formal complaint.
 - a. If the Respondent ceases to be enrolled in or employed by the district after a formal complaint is filed, the district may dismiss the complaint, but must still offer supportive measures to the Complainant pursuant to 34 CFR §106.45(b)(3)(ii).
 5. The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a) that the school district does not discriminate on the basis of sex in the education program or activity it operates and it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).
 6. The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 4 CFR §106.8(a).
 - a. This Policy shall be prominently displayed on the district's website and accessible to anyone.

C. Supportive Measures

1. "Supportive measures" mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR §106.30(a).

2. Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.
3. The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional and physical well-being are being addressed.
4. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.
 - a. To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate school district resources to provide continued assistance to the parties.

D. Grievance Process

1. The school district will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.
2. Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR §106.8(a).
3. The school district's grievance process may, but need not, provide for a hearing pursuant to 34 CFR §106.45(b)(6)(ii).
4. The school district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with 34 CFR §106.45(b)(9).
5. The school district may not require the parties to participate in an informal resolution process regarding a Title IX claim and may not offer an informal resolution process unless a formal complaint is filed pursuant to 34 CFR §106.45(b)(9).
6. The Title IX Coordinator must promptly contact the Complainant in accordance with 34 CFR §106.44(a).
7. In response to a formal complaint, the school district will follow a grievance process that complies with 34 CFR §106.45.

- a. Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR §106.45(b)(2)(i).
 - b. The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.
 - c. The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR §106.45(b).
8. The investigator shall create an investigative report in accordance with the provisions of 34 CFR §106.45(b)(5)(vii).
 - a. The investigator will attempt to collect all relevant information and evidence.
 - b. While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.
 - c. While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.
 - d. To the greatest extent possible, and subject to Title IX, the school will make reasonable accommodations in an investigation to avoid potential re-traumatization of a student.
 - e. The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR §106.45(b)(6)(ii).
9. The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR §106.45(b)(7).
 - a. To reach this determination, the decision-maker will apply the preponderance of the evidence standard, which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and

apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR §106.45(b)(1)(vii).

- b. The decision-maker will facilitate a written question and answer period between the parties.
 - (1) Each party may submit their written questions for the other party and witnesses to the decision-maker for review.
 - (2) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.
 - (3) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the Respondent is responsible for the alleged sexual harassment.
 - (4) The decision-maker will issue a written determination following the review of evidence. The written determination will include:
 - (a) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 5751 and 34 CFR §106.30;
 - (b) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
 - (c) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and
 - (d) A statement of and rationale for the result as to each allegation, including any determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the Respondent that directly relate to the Complainant, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided to the Complainant; and

procedures and permissible bases for the parties to appeal the determination.

- (5) The written determination will be provided to the parties simultaneously.
- (6) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall be provided within sixty calendar days from receipt of the Complaint.
 - (a) The sixty calendar day time frame does not include the appeal process.
- (7) Remedies and supportive measures that do not impact the Respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the Complainant.

E. Appeals

1. The school district will offer both parties an appeal from a determination regarding responsibility, and from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein in accordance with 34 CFR §106.45(b)(8)(i).
2. As to all appeals, the school district will comply with the requirements of 34 CFR §106.45(b)(8).
3. The Superintendent shall designate an appeal officer for each appeal filed.
 - a. The appeal officer shall not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR §106.45(b)(8)(iii)(B).
4. The Complainant and Respondent shall have an equal opportunity to appeal the policy violation determination and any sanctions.
5. The school district shall administer the appeal process, but is not a party and will not advocate for or against any appeal.
6. A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:

- a. There was a procedural error in the hearing process that materially affected the outcome;
 - (1) Procedural error refers to alleged deviations from school district policy, and not challenges to policies or procedures themselves;
 - b. There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;
 - c. The decision-maker had a conflict of interest or bias that affected the outcome;
 - d. The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker;
 - (1) Appealing on this basis is available only to a party who participated in the hearing; and
 - e. The sanctions were disproportionate to the hearing officer's findings.
7. The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.
 8. The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.
 9. The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.
 10. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.
 11. The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.
 12. In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.
 13. The appeal officer shall summarize their decision in a written report that will be sent to the Complainant and Respondent within twenty calendar days of receiving the appeal.

F. Remedies

1. The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv).
2. Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
3. The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.
 - a. The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.
4. The Title IX Coordinator must provide written notice to the parties simultaneously.
5. The school district must disclose to the Complainant the sanctions imposed on the Respondent that directly relate to the Complainant when such disclosure is necessary to ensure equal access to the school district's education program or activity.
6. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or school district policies regarding student misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.

G. Parent Rights

1. Consistent with the laws of New Jersey, a student's parent must be permitted to exercise the rights granted to their child under Policy and Regulation 5751, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.
2. A student's parent must also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during a grievance process in order to exercise rights on behalf of the student.
3. The student may have an advisor in addition to the parent.

H. Training

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

I. Compliance

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to any allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

J. Requirements of New Jersey's Anti-Bullying Bill of Rights Act

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to Policy and Regulation 5751 and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

Adopted:

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A. Eye Protection - N.J.A.C. 6A:26-12.5(a)

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.

B. Eye Protection Devices - N.J.A.C. 6A:26-12.5(e)

The following types of eye protective devices shall be used to fit the designated activities or processes:

Potential Eye Hazard	Protective Devices
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield

Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverspec type with tinted lenses or tinted plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Vehicle repair or servicing	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard

C. Eye Protective Policy and Program – N.J.A.C. 6A:26-12.5(f)

1. The Board of Education establishes and implements Policy and Regulation 7432 to assure:
 - a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;
 - b. The detection of eye hazardous conditions shall be continuous;
 - c. Eye protection devices shall be inspected regularly and adequately maintained;
 - d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;
 - e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;

- f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;
 - (1) A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;
 - (2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and
 - (3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;
- g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;
 - (1) Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study;
- h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and
- i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).

D. Eye Wash Fountains – N.J.A.C. 6A:26-12.5(d)

1. Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d).
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

E. Inspection

The Principal or designee shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

F. Training and Supplies – N.J.A.C. 6A:26-12.5(g)

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g).

Adopted:

FIRE AND FIRE DRILLS

R 8420.1

M

A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. The Principal shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill.

Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.

An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.

2. The fire alarm shall be by a building-wide audible signal. Alarm signals should be tested regularly.
3. When the fire alarm rings, each staff member supervising students will:
 - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
 - b. Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
 - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked;

- f. Ensure their assigned students have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
 - g. Direct students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;
 - h. Take attendance to determine all students who reported to class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
 - i. When the recall signal is given, conduct students back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. Their report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.

10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - a. One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes.
 - b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in A. above, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

7. The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.

C. Fire and Smoke Doors

Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.

Adopted: