

BRADLEY BEACH BOARD OF EDUCATION

**515 Brinley Avenue
Bradley Beach, NJ 07720**

A G E N D A

**Regular Meeting
February 18, 2025**

Bradley Beach Mission Statement

The mission of the Bradley Beach Elementary School is to provide a supportive learning environment to a diverse student community, where student success is defined through the demonstration of academic, emotional, and social growth. Our students will develop critical thinking skills to become valued members in today's society, while mastering the skills necessary to pursue future educational achievement.

I. Call To Order

II. Roll Call

III. Announcement of Notice – Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

IV. Flag Salute

V. Discussion Items

- Teacher of the Year / Educational Services Professional of the Year Presentation
- SSDS
- BBEF Presentation
- Second Marking Period High Honor Roll Recognition

VI. President's Report

VII. Student Representative's Report

VIII. Superintendent's Report

IX. Committee Reports

X. Public Comments – Agenda Items Only

XI. Executive Session (if needed)

XII. Workshop Agenda Items

AGENDA
Regular Meeting
February 18, 2025

XIII. Regular Meeting

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

Regular Meeting – January 28, 2025

Confidential Executive Session – January 28, 2025

MOTION: _____ SECOND: _____ VOTE: _____

XV. Regular Meeting – Superintendent

A. Personnel – The superintendent recommends:

Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status

1. Resolved: That the Board accept the resignation of Ms. Britney Caputo from her position as Girls Softball Coach for the 2024/2025 school year, effective immediately.
2. Resolved: That the Board approve the appointment of Ms. Nicole Covert and Ms. Jeanne Acerra as Co-Coaches for the Girls Softball team for the 2024/2025 school year, with the stipend of \$3,834.00 to be split equally between them, as per the Bradley Beach Education Collective Bargaining Agreement, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent. [B]
3. Resolved: That the Board approve the appointment of Ms. Alicia Butler as a Substitute Lunch Aide for the 2024/2025 school year, at a rate of \$17.50 per hour, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent. [B]
4. Resolved: That the Board approve the appointment of Ms. Marianna Patelski as a Substitute Administrative Assistant for the 2024/2025 school year, at a rate of \$100.00 per day, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent. [B]
5. Resolved: That the Board approve the appointment of Ms. Mary Backstrom as a Substitute Teacher for the 2024/2025 school year, at a rate of \$100.00 per day, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent. [B]
6. Resolved: That the Bradley Beach Board of Education approves the release from employment for paraprofessional employee 000696, effective March 20, 2025.

AGENDA
Regular Meeting
February 18, 2025

7. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost	Mileage, Tolls, Parking
Hilary Karpoff	2-21-25	AVID Building Capacity Training	1621 Telegraph Road Wilmington, DE	\$0	Mileage - \$94 Parking - \$30 Tolls - \$30
Amanda Silverstein	3-18-25	Inclusion Institute	445 N. Campus Drive Glassboro, NJ	\$0	N/A
Heather Sauer	3-20-25	2024/2025 Culminating Showcase Event	Monmouth University	\$0	N/A

MOTION: _____ SECOND: _____ VOTE: _____

B. Students – The superintendent recommends:

1. Resolved: That the Board approve the following 2024/2025 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
5/30/2025	3-8	Neptune Aquatic Center	\$400	\$800

2. Resolved: That the Board affirms the HIB determination from January 2025 as presented by Dr. Heidelberg in executive session at the January Board of Education meeting.

MOTION: _____ SECOND: _____ VOTE: _____

C. Policy – The superintendent recommends:

1. Resolved: That the Board approve the Bradley Beach School District Calendar for the 2025/2026 school year. (Attachment XV-C.1)
2. Resolved: That the Board adopt the Spectator Code of Conduct for Interscholastic Events for the Bradley Beach School District. (Attachment XV-C.2)
3. Resolved: That the Board approve the following Policies and Regulations for a second reading: (Attachment XV-C.3)

Policy/Regulation Number	Policy/Regulation Title
P 5512	Harassment, Intimidation, or Bullying (HIB)
P&R 5533	Student Smoking

AGENDA
Regular Meeting
February 18, 2025

P 7441	Electronic Surveillance in School Buildings and Grounds
P 9320	Cooperation with Law Enforcement Agencies
P 8500	Food Services
P 9163	Spectator Code of Conduct for Interscholastic Events
P 5701	Academic Integrity
P 5710	Student Grievance

MOTION: _____ SECOND: _____ VOTE: _____

D. Curriculum – The superintendent recommends:

1. Resolved: That the Board approve curriculum documents for the following courses:

Course	Grade Level
Morning Meeting	K-8

MOTION: _____ SECOND: _____ VOTE: _____

XVI. Regular Meeting – Business Administrator/Board Secretary

Board Secretary's Monthly Certification

That pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I David Tonzola, Business Administrator/Board Secretary does hereby certify that as of January 31, 2025 no line item account has encumbrances and expenditures, which in total exceed the line items appropriations in violation of N.J.A.C. 6A:23A-16.10(c) 4.

David Tonzola
School Business Administrator/Board Secretary

Payroll Certification

The School Business Administrator/Board Secretary reports, in compliance with N.J.S.A. 18A:19-1b, that he has certified the following January amounts:

January 15, 2025 \$218,679.57
January 30, 2025 \$204,710.38

AGENDA
Regular Meeting
February 18, 2025

A. The Superintendent Recommends the Approval to Request Waiver for Special Education Medicaid Initiative (SEMI) Program

Resolved: That the Board approve the following resolution:

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2025/2026 school year and

WHEREAS, the Bradley Beach Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students;

NOW THEREFORE BE IT RESOLVED, that the Bradley Beach Board of Education hereby authorizes the School Business Administrator to submit to the Executive County Superintendent of Schools, in the County of Monmouth, an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2025/2026 school year.

MOTION: _____ SECOND: _____ VOTE: _____

B. The Superintendent Recommends the Approval to Request Approval to Delete State Dated Checks

Resolved: That the Board approve the deletion of the following stale dated checks from the Bradley Beach Warrant Account ending in 0062:

Check Date	Check Number	Check Amount
6/28/24	22437	\$1,850.00
7/25/24	22463	890.00
7/25/24	22477	582.50

MOTION: _____ SECOND: _____ VOTE: _____

C. The Superintendent Recommends the Approval of Travel Cost for Board Members

Resolved: That the Board approve the registration cost for the following Board members to attend the following programs.

Board Member	Conference Title	Location	Date of Event	Cost
Dr. Elizabeth Franks	NJSBA's School Public Relation Program 2025	NJSBA Headquarters 413 W. State Street, Trenton, NJ	4/04/25	\$119.00
Ms. Felicia Sacci	Equity Expo	Conference Center at Mercer County College 1200 Old Trenton Road Princeton Junction, NJ	4/11/25	\$119.00

AGENDA
Regular Meeting
February 18, 2025

Ms. Liza Flynn	Equity Expo	Conference Center at Mercer County College 1200 Old Trenton Road Princeton Junction, NJ	4/11/25	\$119.00
----------------	-------------	--	---------	----------

MOTION: _____ SECOND: _____ VOTE: _____

D. The Superintendent Recommends the Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending January 31, 2025 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-D)

MOTION: _____ SECOND: _____ VOTE: _____

E. The Superintendent Recommends the Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending January 31, 2025 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment XVI-E)

MOTION: _____ SECOND: _____ VOTE: _____

F. The Superintendent Recommends the Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3 I, David Tonzola, Business Administrator/Board Secretary, do hereby certify that as of January 31, 2025, 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 account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4, that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: _____ SECOND: _____ VOTE: _____

G. The Superintendent Recommends the Approval of Budget Transfers (2024/2025)

Resolved: That the Board approve the 2024/2025 budget transfers as listed on Attachment XVI-G.

MOTION: _____ SECOND: _____ VOTE: _____

AGENDA
Regular Meeting
February 18, 2025

H. The Superintendent Recommends the Approval of January 2025 Payroll

Resolved: That the Board approve the January 2025 gross payroll in the amount of \$423,389.95.

MOTION: _____ SECOND: _____ VOTE: _____

I. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the February 18, 2025 regular bills list and as certified and approved. (Attachment XVI-I)

MOTION: _____ SECOND: _____ VOTE: _____

XVII. Regular Meeting – Old Business

XVIII. Regular Meeting – New Business

XIX. Public Comments

XX. Executive Session (if needed)

XXI. Adjournment

Bradley Beach Elementary School

2025 - 2026

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 Student/ 21 Teacher Days

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 Student/ 22 Teacher Days

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Student/ 16 Teacher Days

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 Student/ 17 Teacher Days

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 Student/ 19 Teacher Days

Total Student Days - 180

Total Teacher Days - 185

Emergency Closing - 2

September

- 1 - Labor Day - School Closed
- 2 - Professional Day - School Closed for Students
- 3- Professional Day - School Closed for Students
- 4 - First Day for Students
- 18 - Back to School Night - 6:00 PM
- 19 - 1:00 Dismissal

October

- 10 - Professional Day - School Closed for Students
- 13 - Columbus Day - School Closed

November

- 6 & 7 - Fall Recess / NJEA Convention
- 24 & 25 - Parent/Teacher Conferences 1:00 Dismissal
- 26 - 1:00 Dismissal
- 27 & 28 - Thanksgiving Recess - School Closed

December

- 23 - Early Dismissal - Winter Recess
- 24-31 - Winter Recess - School Closed

January

- 1&2 - Winter Recess & New Year's Day - School Closed
- 5 - School Reopens
- 19 - Martin Luther King Day - School Closed

February

- 13 - Professional Day - School Closed for Students
- 16 - Presidents' Day - School Closed

March

- 20 - Professional Day - School Closed for Students
- 26 - Parent/Teacher Conferences 1:00 Dismissal

April

- 2 - Early Dismissal - Spring Recess
- 3 - 10 Spring Recess School Closed
- 13 - School Reopens

May

- 25 - Memorial Day - School Closed

June

- 16 - 1:00 Dismissal
- 17 - Graduation - 1:00 Dismissal
- 18 - Last Day of School - 1:00 Dismissal
- 19 - Juneteenth - School Closed

Emergency Closing Days

*If no Emergency Closing Days are used, school will be closed May 22th and June 22nd.

* If one Emergency Closing Day is used, school will be in session on May 22th.

* If two Emergency Closing Days are used, school will be in session on May 22th and June 22nd.

* If an additional Emergency Closing Day is needed then it will be added to the end of the calendar as a 1:00 Dismissal.

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

18 Student/ 19 Teacher Days

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Student/ 22 Teacher Days

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 Student/ 16 Teacher Days

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Student/ 20 Teacher Days

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15 Student/ 15 Teacher Days

	Closed
	Teacher Inservice/ School Closed
	1:00 P.M. Dismissal
	Unused Emergency Closing
	1:00 P.M. Dismissal and Graduation Day

Updated 2/10/25

BRADLEY BEACH ELEMENTARY SCHOOL
515 BRINLEY AVENUE
BRADLEY BEACH, NEW JERSEY 07720
www.bbesnj.org | 732-775-4413

Dr. Elizabeth J. Franks, Ed. D.
Board President

Dr. Michael Heidelberg
Superintendent/Principal

Ms. Morgan Maclearie-Gonzalez
Director of Curriculum/Instruction

Mr. David Tonzola
Business Administrator/Board Secretary

Mrs. Alison Zylinski
Director of Special Services



Spectator Code of Conduct for Interscholastic Events

Purpose

The Bradley Beach Board of Education is committed to ensuring a safe, respectful, and sportsmanlike environment at all interscholastic events. This Code of Conduct establishes expectations for all spectators and outlines consequences for unsportsmanlike behavior.

Expectations for Spectators

All spectators attending interscholastic events are expected to:

- Show respect for student-athletes, coaches, officials, and other spectators.
- Demonstrate good sportsmanship by cheering positively and refraining from negative behavior.
- Follow event rules and staff instructions at all times.
- Remain in designated spectator areas and avoid interfering with the event.
- Support a safe and enjoyable atmosphere by acting in a responsible and respectful manner.

Prohibited Conduct

Unsportsmanlike behavior includes, but is not limited to:

1. Physical or Violent Conduct

- Striking or physically abusing an official, coach, player, spectator, staff member, or BBPD Officer.
- Intentionally provoking violence or abusive actions.
- Entering the field of play, court, or competition area before, during, or after an event without authorization.

2. Verbal Harassment and Disruptive Behavior

- Using profane, obscene, or threatening language or gestures toward officials, coaches, players, staff, or other spectators.
- Verbally harassing officials, coaches, or players by calling out names, uniform numbers, or using degrading remarks.
- Engaging in racial, ethnic, gender-based, disability-related, sexual orientation-based, or religious harassment.

3. Disrupting the Event

- Using artificial noisemakers or objects intended to interfere with gameplay.
- Engaging in unruly or disruptive behavior that interferes with the event.

4. Criminal or Dangerous Acts

- Any conduct that involves potential criminal activity will be reported to law enforcement immediately.

Disciplinary Actions

Spectators who violate this Code of Conduct are subject to the following consequences:

1. Immediate Removal
 - Any spectator engaging in unsportsmanlike conduct may be immediately removed from the event and school grounds by school staff or BBPD Officers.
2. Suspensions for Violations
 - First Offense: Suspension from attending the next Two home event(s).

- Second Offense (within 365 days): Suspension from attending the next Four home event(s).
- Third Offense (within 365 days): Suspension from attending the next 10 home event(s).
- Additional or Severe Violations: The Superintendent/ Principal may extend suspensions based on the severity of the offense.
- 3. Violations at Away Events
 - If a spectator violates this policy at an away event, they will be subject to the same disciplinary actions as if the incident occurred at a home event.
- 4. Season-End or Extended Suspensions
 - If a suspension occurs during the final home event of a season or exceeds the remaining home events for the season, the suspension will carry over to the next season.
- 5. Education Requirement for Repeat Offenders
 - Spectators suspended from multiple events, as determined by the superintendent/principal's discretion regarding the number of events and the applicable time frame, must complete an educational program addressing sportsmanship before being allowed to return.
- 6. Failure to Comply with a Suspension
 - Any spectator who refuses to leave after being suspended will be reported to law enforcement.

Appeals Process

- Spectators may appeal a suspension by submitting a written request to the Superintendent within three calendar days of receiving notice of the suspension.
- The Superintendent will review and respond within three business days.
- If the appeal is denied, the spectator may appeal to the Board of Education, following the district's public complaint procedure (Policy 9130).

Acknowledgment and Enforcement

- This policy will be provided to all parents of student-athletes before each season, and parents must sign an acknowledgment form.
- The policy will be posted at all venues hosting Bradley Beach interscholastic events.
- The school district is required to enforce this policy, and failure to do so may result in disciplinary action by the New Jersey State Interscholastic Athletic Association (NJSIAA)

POLICY GUIDE

STUDENTS

5512/page 1 of 30

Harassment, Intimidation, or Bullying

Dec 24

M

[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200, 216, 227, 229, and 234]

5512 HARASSMENT, INTIMIDATION, OR BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Prohibiting Harassment, Intimidation, or Bullying
B.	Definition of Harassment, Intimidation, or Bullying
C.	Student Behavior
D.	Consequences and Remedial Actions
E.	Reporting Harassment, Intimidation, or Bullying
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Investigating Allegations of Harassment, Intimidation, or Bullying
H.	Responding to Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation
J.	False Accusations of Harassment, Intimidation, or Bullying
K.	Additional Policy Requirements
L.	Harassment, Intimidation, or Bullying Training and Prevention Programs
M.	Reports to Board of Education and New Jersey Department of Education
N.	School and District Grading Requirements



POLICY GUIDE

STUDENTS
5512/page 1 of 30
Harassment, Intimidation, or Bullying
Dec 24
M

[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200, 216, 227, 229, and 234]

5512 HARASSMENT, INTIMIDATION, OR BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Prohibiting Harassment, Intimidation, or Bullying
B.	Definition of Harassment, Intimidation, or Bullying
C.	Student Behavior
D.	Consequences and Remedial Actions
E.	Reporting Harassment, Intimidation, or Bullying
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Investigating Allegations of Harassment, Intimidation, or Bullying
H.	Responding to Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation
J.	False Accusations of Harassment, Intimidation, or Bullying
K.	Additional Policy Requirements
L.	Harassment, Intimidation, or Bullying Training and Prevention Programs
M.	Reports to Board of Education and New Jersey Department of Education
N.	School and District Grading Requirements



POLICY GUIDE

STUDENTS

5512/page 2 of 30

Harassment, Intimidation, or Bullying

- O. Reports to Law Enforcement
- P. Collective Bargaining Agreements and Individual Contracts
- Q. Students with Disabilities
- A. Prohibiting Harassment, Intimidation, or Bullying

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

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

- B. Definition of Harassment, Intimidation, or Bullying

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

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



POLICY GUIDE

STUDENTS

5512/page 3 of 30

Harassment, Intimidation, or Bullying

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board of Education recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device, in accordance with (N.J.A.C. 6A:16-1.3).

In accordance with the Board's of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) are addressed in this Policy.



POLICY GUIDE

STUDENTS

5512/page 4 of 30

Harassment, Intimidation, or Bullying

C. Student Behavior

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

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

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

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

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;



POLICY GUIDE

STUDENTS

5512/page 5 of 30

Harassment, Intimidation, or Bullying

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.



POLICY GUIDE

STUDENTS

5512/page 6 of 30

Harassment, Intimidation, or Bullying

D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged **incidents** ~~incidences~~ occurred.



POLICY GUIDE

STUDENTS

5512/page 7 of 30

Harassment, Intimidation, or Bullying

Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



POLICY GUIDE

STUDENTS

5512/page 8 of 30

Harassment, Intimidation, or Bullying

Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;



POLICY GUIDE

STUDENTS

5512/page 9 of 30

Harassment, Intimidation, or Bullying

- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;



POLICY GUIDE

STUDENTS

5512/page 10 of 30

Harassment, Intimidation, or Bullying

- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

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



POLICY GUIDE

STUDENTS

5512/page 11 of 30

Harassment, Intimidation, or Bullying

E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.



POLICY GUIDE

STUDENTS

5512/page 12 of 30

Harassment, Intimidation, or Bullying

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

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

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).



POLICY GUIDE

STUDENTS

5512/page 13 of 30

Harassment, Intimidation, or Bullying

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.

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



POLICY GUIDE

STUDENTS

5512/page 14 of 30

Harassment, Intimidation, or Bullying

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

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

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



POLICY GUIDE

STUDENTS

5512/page 15 of 30

Harassment, Intimidation, or Bullying

- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

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

G. Investigating Allegations of Harassment, Intimidation, or Bullying

[Select Option 1 or Option 2]

[Option 1 – Investigate All Reports]

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.



POLICY GUIDE

STUDENTS

5512/page 16 of 30

Harassment, Intimidation, or Bullying

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist appointed by the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Anti-Bullying Specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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

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



POLICY GUIDE

STUDENTS

5512/page 17 of 30

Harassment, Intimidation, or Bullying

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

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.



POLICY GUIDE

STUDENTS

5512/page 18 of 30

Harassment, Intimidation, or Bullying

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

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's Anti-Bullying Specialist in consultation with the approved private school for students with disabilities.]

[Option 2 – Principal's Preliminary Determination

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the Anti-Bullying Specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the Anti-Bullying Specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or



POLICY GUIDE

STUDENTS

5512/page 19 of 30

Harassment, Intimidation, or Bullying

complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school Aanti-Bbullying Sspecialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner **in accordance with** (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school Aanti-Bbullying Sspecialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Aanti-Bbullying Sspecialist appointed by the Principal. The Principal may appoint additional



POLICY GUIDE

STUDENTS

5512/page 20 of 30

Harassment, Intimidation, or Bullying

personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Anti-Bullying Specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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

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

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



POLICY GUIDE

STUDENTS

5512/page 21 of 30

Harassment, Intimidation, or Bullying

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

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15.(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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



POLICY GUIDE

STUDENTS

5512/page 22 of 30

Harassment, Intimidation, or Bullying

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's Anti-Bullying Specialist in consultation with the approved private school for students with disabilities.]

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large



POLICY GUIDE

STUDENTS

5512/page 23 of 30

Harassment, Intimidation, or Bullying

group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

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

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.



POLICY GUIDE

STUDENTS

5512/page 24 of 30

Harassment, Intimidation, or Bullying

4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs; coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation

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



POLICY GUIDE

STUDENTS

5512/page 25 of 30

Harassment, Intimidation, or Bullying

J. False Accusations of Harassment, Intimidation, or Bullying

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

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

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

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.



POLICY GUIDE

STUDENTS

5512/page 26 of 30

Harassment, Intimidation, or Bullying

The Superintendent shall post the name, school phone number, school address and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

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

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the School Safety/School Climate Team, with input from the school Anti-Bullying Specialist, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



POLICY GUIDE

STUDENTS

5512/page 27 of 30

Harassment, Intimidation, or Bullying

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

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

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

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

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

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



POLICY GUIDE

STUDENTS

5512/page 28 of 30

Harassment, Intimidation, or Bullying

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

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

N. School and District Grading Requirements

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

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA), if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Law enforcement officials may request a suspension or stay of the district's harassment, intimidation, or bullying investigation if the conduct is being investigated by law enforcement. If law enforcement officials request a suspension or stay of a harassment, intimidation, or bullying investigation, school officials will follow the provisions of the MOA regardless of where the district is in the harassment, intimidation, or bullying investigation timeline.



POLICY GUIDE

STUDENTS

5512/page 29 of 30

Harassment, Intimidation, or Bullying

School officials will immediately memorialize the request, in writing, from law enforcement and advise the parent(s) of the alleged perpetrator(s) and alleged victim(s) of law enforcement's request. The notice to parents must include notice that the district is obligated under New Jersey's Law Against Discrimination to address student-on-student bias-based harassment and the statute of limitations for filing a complaint in the Division of Civil Rights will not be extended due to law enforcement's request.

If law enforcement has not affirmatively requested a stay or suspension of a harassment, intimidation, or bullying investigation, but the school district believes the action(s) involved may constitute a criminal offense(s), school officials will contact law enforcement to inquire as to whether law enforcement may want to investigate the matter.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias-related acts, in accordance with N.J.A.C. 6A:16-6.3(e), and pursuant to the provisions of the ~~MOA Memorandum of Agreement Between Education and Law Enforcement Officials~~.

P. Collective Bargaining Agreements and Individual Contracts

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

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



POLICY GUIDE

STUDENTS

5512/page 30 of 30

Harassment, Intimidation, or Bullying

Q. Students with Disabilities

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

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

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions

Adopted:



POLICY GUIDE

STUDENTS
5533/page 1 of 4
Student Smoking
Dec 24
M

[See POLICY ALERT Nos. 188, 199, 215, and 234]

5533 STUDENT SMOKING

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

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

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

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



POLICY GUIDE

STUDENTS
5533/page 2 of 4
Student Smoking

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

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

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

[Optional – Prohibited Items and Controlled Dangerous Substances]

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

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance, ~~or a controlled substance~~ **dangerous analog, or other drugs** pursuant to N.J.S.A. 2C:35-2, the Principal or designee **shall will** immediately notify the parent and the Superintendent or designee. The Principal or designee **shall will** arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, ~~and Policy and Regulation 5530, and this Policy — Substance Abuse.~~ Principals and designees **shall will** be trained to identify controlled dangerous substances in electronic smoking devices.]



POLICY GUIDE

STUDENTS
5533/page 3 of 4
Student Smoking

When the Principal or designee has reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall immediately notify the Superintendent or designee and law enforcement in accordance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with N.J.S.A. 26:3D-61 law. The sign shall also indicate violators are subject to a fine.

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

[Optional

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

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

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



POLICY GUIDE

STUDENTS
5533/page 4 of 4
Student Smoking

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

**A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials – 2023 Revisions**

Adopted:



REGULATION GUIDE

STUDENTS
R 5533/page 1 of 2
Student Smoking
Dec 24

[See POLICY ALERT Nos. 188, 199, 215, and 234]

R 5533 STUDENT SMOKING

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure students do not smoke in violation of Board Policy 5533 and N.J.S.A. 26:3D-56 the law.

A. Notice Provisions

1. A sign shall be posted in every school building indicating smoking is prohibited in any school building or on school grounds. The sign shall also indicate violators will be subject to a fine.
2. Each school's student handbook will indicate smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.
3. A public address announcement will be made, when practicable, at school-sponsored events indicating smoking is prohibited in school buildings and on school grounds.

B. Reporting Procedures

1. Any teaching staff member who observes a student smoking in violation of Policy 5533 shall inform the student to cease smoking and report the violation to the Principal or designee.
2. Any support staff member who observes a student smoking in violation of Policy 5533 shall either inform a teaching staff member, who shall report the violation to the Principal or designee or the support staff member may report the violation directly to the Principal or designee.
3. The Principal or designee will investigate each report received from a staff member and make a determination whether the student has violated Board Policy 5533.



REGULATION GUIDE

STUDENTS
R 5533/page 2 of 2
Student Smoking

4. In the event there is reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall notify law enforcement in accordance with the district's Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and follow the procedure outlined in Regulation 5530.

C. Violation Consequences

1. In the event the Principal or designee determines a student has violated Policy 5533, the student will be assigned appropriate discipline in accordance with the district's school's Student Discipline/Code of Conduct.
2. The Principal or designee will notify the student's parent(s) or legal guardian(s) when discipline is being imposed for a violation of Policy 5533.

Issued:



POLICY GUIDE

PROPERTY
7441/page 1 of 2
Electronic Surveillance In School Buildings
and On School Grounds
Dec 24
M

[See POLICY ALERT Nos. 177, 214, and 234]

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

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

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulation regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

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

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



POLICY GUIDE

PROPERTY

7441/page 2 of 2

Electronic Surveillance In School Buildings
and On School Grounds

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

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

**A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials – 2023 Revisions**

Adopted:



REGULATION GUIDE

PROPERTY
R 7441/page 1 of 4
Electronic Surveillance In School Buildings
and On School Grounds
Dec 24
M

[See POLICY ALERT Nos. 177, 214, and 234]

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.



REGULATION GUIDE

PROPERTY

R 7441/page 2 of 4

Electronic Surveillance In School Buildings
and On School Grounds

2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee and secured to ensure confidentiality.
2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services – Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings ~~will be done~~ by the _____ **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify).**
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as ~~deemed~~ appropriate by the _____ **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify).**



REGULATION GUIDE

PROPERTY

R 7441/page 3 of 4

Electronic Surveillance In School Buildings
and On School Grounds

3. Only the portion of the recording concerning a specific incident will be made available for viewing.
 4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
 5. All viewing will be in the presence of the (Building Principal or designee, Superintendent of Schools or designee, Other - Specify).
 6. A written log will be maintained by the (Building Principal or designee, Superintendent of Schools or designee, Other - Specify) of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
 7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.
- G. Law Enforcement Memorandum of Understanding (MOU)
(N.J.S.A. 18A:41-9)
1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video **during an emergency situation**. The MOU shall include, but need not be limited to, the following:
 - a. **A list of designated persons, including contact information, position, rank, and supervisor's contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the MOU** ~~The designation of individuals who shall be authorized to view live streaming video;~~



REGULATION GUIDE

PROPERTY

R 7441/page 4 of 4

Electronic Surveillance In School Buildings
and On School Grounds

b. **Description of the emergency** The circumstances under which the designated individuals **could activate and would** view live streaming video; and

c. A detailed plan for preventing and detecting unauthorized access to live streaming video.

2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.

3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.

4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.

H. Purchase, Maintenance, Replacement of Equipment/Supplies

1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued:



POLICY GUIDE

COMMUNITY
9320/page 1 of 1

Cooperation with Law Enforcement Agencies
Dec 24
M

[See POLICY ALERT Nos. 227 and 234]

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances **or other drugs**, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Adopted:



REGULATION GUIDE

COMMUNITY

R 9320/page 1 of 8

Cooperation with Law Enforcement Agencies

Dec 24

M

[See POLICY ALERT Nos. 227 and 234]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the **Uniform State** Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:

1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
2. Reviewed and approved by the Executive County Superintendent;
3. Made available annually to all school district staff, students, and parents;
4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
5. Consistent with N.J.A.C. 6A:16-7, as appropriate.

B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:

1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;

[Optional

2. ~~The Superintendent or designee may designate one or more law enforcement units for the district as described in the MOA;]~~



REGULATION GUIDE

COMMUNITY

R 9320/page 2 of 8

Cooperation with Law Enforcement Agencies

2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;
3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.



REGULATION GUIDE

COMMUNITY

R 9320/page 3 of 8

Cooperation with Law Enforcement Agencies

- c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.
 - d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:



REGULATION GUIDE

COMMUNITY

R 9320/page 4 of 8

Cooperation with Law Enforcement Agencies

- a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.
 - b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;



REGULATION GUIDE

COMMUNITY

R 9320/page 5 of 8

Cooperation with Law Enforcement Agencies

9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in N.J.A.C. 6A:16-6 ~~this subchapter~~, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and



REGULATION GUIDE

COMMUNITY

R 9320/page 6 of 8

Cooperation with Law Enforcement Agencies

16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA; and :
17. **The Superintendent or designee shall designate a point of contact for each school building who shall be responsible for receiving all "Handle With Care" notices for students enrolled in that school building and for disseminating the notices to the appropriate school staff, in accordance with the New Jersey Attorney General Directive 2020-09 and the MOA.**

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in **unlawful** possession of a controlled dangerous substance, ~~or~~ related paraphernalia, **cannabis**, or is involved or implicated in distribution activities regarding controlled dangerous substances **or cannabis**, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, **6A:16-5.6(d)4**, and **6A:16-6.3(b)**;



REGULATION GUIDE

COMMUNITY

R 9320/page 7 of 8

Cooperation with Law Enforcement Agencies

- c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);
 - e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a "bias-related act" has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.



REGULATION GUIDE

COMMUNITY

R 9320/page 8 of 8

Cooperation with Law Enforcement Agencies

- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Adopted:



POLICY GUIDE

OPERATIONS
8500/page 1 of 21
Food Services
Dec 24
M

[See POLICY ALERT Nos. 231, and 234]

8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the **United States Department of Agriculture (USDOA) Education**.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred and ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

A. Definitions – N.J.S.A. 18A:33-3.2

“Categorically eligible” means that a student is homeless, is a migrant child, is a runaway child, is a foster child, or is a Head Start child, as defined in 7 CFR Part 245, or is receiving assistance under the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families Program (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or, to the extent that the USDOA authorizes the matching of Medicaid data to identify children who are eligible for free school meals, is a participant in the Medicaid program, and which student, by virtue of such status, is automatically eligible to be certified to receive free school meals under the National School Lunch Program or the Federal School Breakfast Program, without first submitting an application or being subject to the Federal income verification requirements established by 7 CFR Part 245.



POLICY GUIDE

OPERATIONS
8500/page 2 of 21
Food Services

“Eligible student” means a student who is categorically eligible or income-eligible for one or more subsidized school meals.

“Emergency meals distribution program” means a program, established under N.J.S.A. 18A:33-27.2, pursuant to which a school district is required to provide subsidized school meals to eligible students, through designated distribution sites, during any period in which a school in the district is subject to a public health-related closure due to the COVID-19 pandemic.

“Federal School Breakfast Program” means the Federal reimbursement program, established under the “Child Nutrition Act of 1966,” 42 USC s.1771 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school breakfast programs and facilitate the provision of free and reduced price breakfasts to eligible students.

“Federally eligible for free or reduced price meals” or “Federally eligible” means that a student is categorically eligible for free lunch under the National School Lunch Program or for free breakfast under the Federal School Breakfast Program, or that the student satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.

“Federally ineligible for free or reduced price meals” or “Federally ineligible” means that a student is not categorically eligible for, and fails to satisfy Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary for the student to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.



POLICY GUIDE

OPERATIONS
8500/page 3 of 21
Food Services

“Income-eligible” means that a student either satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, or satisfies State-level income eligibility requirements, set forth in N.J.S.A. 18A:33-4.a. or N.J.S.A. 18A:33-14a.a., as is necessary for the student to qualify for and receive subsidized lunch under the National School Lunch Program or subsidized breakfast under the Federal School Breakfast Program, on the basis of income.

“Low-income family” means a family with an annual household income amounting to not more than one hundred and eighty-five percent of the Federal poverty level.

“Middle-income family” means a family with an annual household income amounting to not less than one hundred and eighty-six percent, and not more than two hundred and twenty-four percent, of the Federal poverty level.

“National School Lunch Program” means the Federal reimbursement program established under the “Richard B. Russell National School Lunch Act,” 42 USC 1751 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school lunch programs and facilitate the provision of free and reduced price lunches to eligible students.

“Participating school” means a public or nonpublic school that provides daily lunch to enrolled students, through a school lunch program operated pursuant to the National School Lunch Program, or that provides daily breakfast to enrolled students, through a school breakfast program or breakfast after the bell program operated pursuant to the Federal School Breakfast Program, or both.

“Participating school district or nonpublic school” means a public school district or a nonpublic school that is required, or elects, to participate in the National School Lunch Program, the Federal School Breakfast Program, or both, as the case may be.



POLICY GUIDE

OPERATIONS
8500/page 4 of 21
Food Services

“School breakfast program” means a program that is established and operated by a public or nonpublic school, in accordance with the requirements of the Federal School Breakfast Program and, in the case of a public school, in accordance with a plan adopted pursuant to N.J.S.A. 18A:33-10 or N.J.S.A. 18A:33-10.1, and pursuant to which the school offers daily breakfasts to all enrolled students.

“School lunch program” means a program that is established and operated by a school district, or by a nonpublic school, in accordance with the requirements of the National School Lunch Program and the provisions of N.J.S.A. 18A:33-4, and pursuant to which the district or nonpublic school offers daily lunches to all students enrolled therein.

“Student” means a child eighteen years of age or younger who is enrolled at a school in the State.

“Subsidized school breakfast” or “subsidized breakfast” means a school breakfast that is offered to an eligible student, free of charge, and the costs of which are reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

“Subsidized school lunch” or “subsidized lunch” means a school lunch that is offered to an eligible student, free of charge, and the cost of which is reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

“Subsidized school meals” or “subsidized meals” includes both subsidized school breakfasts and subsidized school lunches.

“Subsidized school meals application” means an application that identifies a student’s annual household income and is completed by the student’s parent, pursuant to N.J.S.A. 18A:33-21b1, N.J.S.A. 18A:33-21.c., or applicable Federal law, and which may be used by a school district, or by a public school or nonpublic school, both for the purposes of determining whether a student is income-eligible for subsidized school meals and for the other limited purposes specified in N.J.S.A. 18A:33-21b1.c.



POLICY GUIDE

OPERATIONS
8500/page 5 of 21
Food Services

“Subsidized school meals certification process” or “subsidized meals certification” means the process pursuant to which a school or school district obtains and reviews a student’s subsidized school meals application, or engages in the review of other relevant documentation and materials pertaining to the student, as necessary to determine whether the student is categorically eligible or income-eligible for subsidized school meals under the National School Lunch Program, or under the Federal School Breakfast Program, or both.

“Summer Food Service Program” means the Federal reimbursement program, established under 42 USC 1761 and 7 CFR Part 225, pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help schools, local government agencies, nonprofit organizations, colleges and universities, and summer camps to finance the administrative and operational costs of providing meals to children, in low-income areas, during the summer months and other planned periods of school closure.

“Summer meals program” means the Summer Food Service Program, the Seamless Summer Option authorized by 42 USC 1761, or any other similar State or Federal program that is designed to ensure that children have access to nutritious meals during the summer months and other planned periods of school closure.

“Unsubsidized school breakfast” or “unsubsidized breakfast” means a school breakfast that is offered, upon the payment of a fee, to a student who is neither categorically eligible nor income-eligible for subsidized breakfast, regardless of whether such student remains income-eligible for subsidized school lunch under the provisions of N.J.S.A. 18A:33-4, and the cost of which breakfast is not reimbursable by the State or Federal government.

“Unsubsidized school lunch” or “unsubsidized lunch” means a school lunch that is offered, upon the payment of a fee, to a student who is not categorically eligible or income-eligible for subsidized lunch, and the cost of which is not reimbursable by the State or Federal government.



POLICY GUIDE

OPERATIONS
8500/page 6 of 21
Food Services

- BA. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally 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 program in accordance with the provisions of N.J.S.A. 18A:33-10.1.

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 were Federally 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 pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to N.J.S.A. 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, **each school and** the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive **subsidized school** ~~free or reduced price~~ meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a.;
2. Make every effort to ensure that ~~subsidized~~ students **receiving subsidized school meals** are not **identified** ~~recognized as program participants~~, by the student body, faculty, or staff, in a manner that



POLICY GUIDE

OPERATIONS
8500/page 7 of 21
Food Services

is **distinct** different from the manner in which ~~unsubsidized~~ students **receiving unsubsidized school meals** are **identified** ~~recognized~~ as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between **these two groups of subsidized and unsubsidized** students; and

3. **To the greatest extent practicable** ~~Make every effort to:~~

- a. Facilitate **and expedite** the prompt and accurate identification of categorically eligible students who may be certified to **receive** ~~participate in the program, on a~~ subsidized **school meals** basis, without first submitting an application therefore, and, whenever an application is required to establish **income** eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
- b. Facilitate and expedite, ~~to the greatest extent practicable,~~ the subsidized school meals application and income-eligibility determination processes that are used, by the **school or school district**, to certify a student for **subsidized free or reduced-price** school meals on the basis of income, and assist parents in completing the **subsidized** school meals application; and
- c. Encourage students who are neither categorically eligible nor income-eligible for ~~free or reduced-price subsidized~~ school **lunch or subsidized school breakfast** meals to nonetheless participate; **in the school lunch program or school breakfast program, or both, as appropriate,** on a paid and unsubsidized basis, ~~in the program.~~

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.



POLICY GUIDE

OPERATIONS
8500/page 8 of 21
Food Services

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the ~~USDOA New Jersey Department of Education~~.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- CB. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled **in the school district** and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture (**NJDOA**) pursuant to ~~subsection~~ N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the ~~NJDOA New Jersey Department of Agriculture~~ may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of



POLICY GUIDE

OPERATIONS
8500/page 9 of 21
Food Services

such staff, facilities, or equipment. The ~~NJDOA New Jersey Department of Agriculture~~ also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., **when requesting a waiver pursuant to N.J.S.A. 18A:33-26.a.**, the district shall report to the ~~NJDOA New Jersey Department of Agriculture~~, in the manner prescribed by the ~~NJDOA New Jersey Department of Agriculture~~, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 ~~et seq.~~ The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

DC. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the **participating school district** shall provide each student's parent with:
 - a. **A hard copy of information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to;**
 - (1) **Information on the ability availability of all categorically eligible and income-eligible students to receive free school lunch under the National School Lunch Program, as provided by N.J.S.A. 18A:33-4.a., and free school breakfast under the Federal School Breakfast Program, as provided by N.J.S.A. 18A:33-14a.a. or reduced price meals for eligible students;**



POLICY GUIDE

OPERATIONS
8500/page 10 of 21
Food Services

- (2) Information on the **subsidized school meals application and certification determination** processes that are used to **determine whether a student is categorically eligible or income-eligible** ~~certify-eligible students~~ for subsidized school meals; and;
 - (3) Information highlighting the need for parents to complete a subsidized school meals application for each student, and encouraging parents to complete the application, both to ensure that the student will have access to all subsidized school meals for which the student is eligible and to ensure that the school and the district have the necessary information to facilitate relevant eligibility determinations, receive appropriate reimbursement, and engage in all other activities authorized under N.J.S.A. 18A:33-21b1.c.; and
 - (4) Information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and
- b. A **hard copy of a subsidized** school meals application ~~form~~, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
- a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and



POLICY GUIDE

OPERATIONS
8500/page 11 of 21
Food Services

- c. Include a notice that an application to apply for the school lunch and school breakfast programs may be submitted at any time during the school year and is required to be submitted annually ~~Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.~~

The district may also provide the information and application electronically, through the usual means by which the district electronically communicates with parents.

- 3. A subsidized school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is **income-eligible** for free or reduced price school meals **and, if so, whether the student satisfies Federal or State-level income eligibility requirements for subsidized school lunches, subsidized school breakfasts, or both;**
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;
 - c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for **subsidized school meals served** ~~provided~~ to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
 - d. Facilitate school aid determinations under the "School Funding Reform Act of 2108," N.J.S.A. 18A:7F-43 et seq.



POLICY GUIDE

OPERATIONS
8500/page 12 of 21
Food Services

4. The school district shall require the parent to either submit an application to apply for the school lunch and school breakfast programs or submit a signed card provided by the school district indicating that the parent has received the application and information and is not interested in participating in the school lunch and school breakfast programs. The card shall include a notice stating that a parent may submit an application to apply for the school lunch and school breakfast programs at any time during the school year.

If a school district does not receive an application or a signed card from the parent, the school district shall make at least one attempt to contact the student's parent and request that the parent submit either an application or signed card.

5. The provisions of N.J.S.A. 18A:33-21b1 shall not apply in the case of a school which participates in the Community Eligibility Provision.

ED. Free or Reduced Price Meals' Application Process – 7 CFR 245

School meals 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 receipt of the completed application pursuant to 7 CFR 245.6(c)(6). **“Operating days” mean days that reimbursable meals are offered to eligible students under the National School Lunch Program or School Breakfast Program.** Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, ~~NJDOA 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, ~~NJDOA New Jersey Department of Agriculture~~.



POLICY GUIDE

OPERATIONS
8500/page 13 of 21
Food Services

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).



POLICY GUIDE

OPERATIONS
8500/page 14 of 21
Food Services

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days' written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district cannot notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the **NJDOA** ~~New Jersey Department of Agriculture~~ a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.



POLICY GUIDE

OPERATIONS
8500/page 15 of 21
Food Services

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

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, ~~NJDOA New Jersey Department of Agriculture~~.

~~FE.~~ Meal Charge Program – N.J.S.A. 18A:33-21

Option – Select One Option Below

[Option 1

— The Board of Education does not permit a student in the school district to charge for breakfast or lunch.]

[Option 2

X

The Board of Education provides a meal charge program to permit ~~unsubsidized~~ 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.



POLICY GUIDE

OPERATIONS
8500/page 16 of 21
Food Services

~~“Unsubsidized student” means a student who is neither categorically eligible nor income eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.~~

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase an **unsubsidized school breakfast or school lunch meal** at school on a school day causing the student’s **unsubsidized school breakfast or unsubsidized school lunch bill meal charge account** to fall into arrears. The **participating school** district shall contact the student’s parent to provide notice of the arrearage and shall 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 designated ten school day period, then the **participating school** district shall again contact the student’s parent to provide notice of any action to be taken by ~~the school district~~ in response to the arrearage.

A parent who has received a second notice their **student’s child’s unsubsidized school breakfast or unsubsidized school lunch meal bill** is in arrears and who has not made payment in full within one week from the date of the second notice may 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 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.

A **participating** school district shall report at least biannually to the **NJDOA New Jersey Department of Agriculture** the number and **percentage** of **enrolled** students who **have been** ~~are~~ denied school breakfast or school lunch **on the basis of an unsubsidized meal bill arrearage, pursuant to** ~~in accordance with~~ N.J.S.A. 18A:33-21.a.(2) and this Policy.



POLICY GUIDE

OPERATIONS
8500/page 17 of 21
Food Services

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to:

1. ~~Require the participating school district to deny or restrict the ability of an unsubsidized student to access unsubsidized school breakfast or unsubsidized school lunch, respectively, whenever when the student's unsubsidized school breakfast or unsubsidized school lunch bill is in arrears;~~ **or**
2. **Authorize the participating school district to deny or restrict the ability of a student who is income-eligible for subsidized school lunch, but who is not income-eligible for subsidized school breakfast, to continue to access subsidized school lunch whenever the student's unsubsidized school breakfast bill is in arrears.**

The ~~participating school or~~ school district shall not:

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



POLICY GUIDE

OPERATIONS
8500/page 18 of 21
Food Services

4. Prohibit ~~a an unsubsidized student, or a sibling thereof of such a student,~~ from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved **breakfast or lunch meal** debt; or
5. Require ~~a student's the parent of an unsubsidized student~~ to pay fees or costs in excess of the actual amounts owed for **unsubsidized school breakfasts or unsubsidized school lunches, or both, which have been meals** previously served to the student.

If ~~a an unsubsidized student~~ owes money for the equivalent of five or more **unsubsidized** school meals, the Principal or designee **of the participating school district** shall:

1. Determine whether the student is ~~categorically eligible or income-eligible~~ for **subsidized school free or reduced-price** meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21b1-21.e.(2), to contact the student's parent and have the parent **complete** fill-out a **subsidized** school meals application; and
2. Contact the **student's** parent ~~of the unsubsidized student~~ to:
 - a. ~~O~~ffer assistance with respect to the completion of the **subsidized** school meals application; and
 - b. ~~t~~o ~~D~~determine **whether** if there are other issues in the household that have caused the student to have insufficient funds to purchase an **unsubsidized** school breakfast or **unsubsidized** school lunch, **as the case may be**; and ~~t~~o
 - c. ~~O~~ffer any other appropriate assistance.



POLICY GUIDE

OPERATIONS
8500/page 19 of 21
Food Services

The **participating** school district shall direct communications about a student's **unsubsidized** school ~~breakfast or school lunch bill being in meals arrearage~~ ~~arrears~~ to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the **participating** school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, ~~a an unsubsidized~~ student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the **participating** school district is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, **subsidized school free or reduced-price** meals.

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.

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

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.]

GF. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

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



POLICY GUIDE

OPERATIONS
8500/page 20 of 21
Food Services

HG. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

~~Whenever In the event~~ the Board ~~receives is provided~~ a written directive, ~~from by~~ either the New Jersey Department of Health or the health officer of the jurisdiction, ~~instituting to institute~~ a public health-related school closure due to the COVID-19 epidemic, the district ~~having jurisdiction over the closed school~~ shall implement and operate an emergency school meals distribution a program; during the period of the school closure, ~~to.~~ An emergency school meals distribution program implemented pursuant to N.J.S.A. 18A:33-27.2 shall provide for subsidized school meals to be made available, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible ~~therefor for free or reduced price school meals.~~

In order to facilitate the emergency distribution of subsidized school meals in the event of an emergency public school closure, as described in N.J.S.A. 18A:33-27.2.a., ~~each the~~ district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate distribution sites ~~including . A school meals distribution site may include, but need not be limited to:~~ faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify an emergency school meals distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for **subsidized school lunch, subsidized school breakfast, or both** ~~free or reduced price meals~~, and for whom an emergency school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the **subsidized** school meals to the student's residence or to the student's bus stop along an established bus route, provided that, **in the latter case**, the student or the student's parent ~~shall be~~ is present at the bus stop to accept for the distribution. **Distributions made** ~~Food distributed~~ pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.



POLICY GUIDE

OPERATIONS
8500/page 21 of 21
Food Services

The district may use school buses owned and operated by the district to distribute **subsidized** school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may **enter into a contract authorizing another party to engage in** for the emergency distribution of **subsidized** school meals, **on the district's behalf, pursuant to N.J.S.A. 18A:33-27.2, and any such** these contracts shall ~~not be exempt from~~ subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units **when implementing an to implement the** emergency meals distribution program, **pursuant to as required by** N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.a.

III. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 CFR 210.1 et seq.

Adopted:



POLICY GUIDE

COMMUNITY
9163/page 1 of 6
Spectator Code of Conduct for
Interscholastic Events
Dec 24
M

[See POLICY ALERT No. 234]

9163 SPECTATOR CODE OF CONDUCT FOR INTERSCHOLASTIC EVENTS

The Board of Education promotes a physically and emotionally safe and healthy playing environment at interscholastic events and insists good sportsmanship be exhibited at all times by student athletes, coaches, officials, and spectators at such events.

The New Jersey State Interscholastic Athletic Association (NJSIAA) requires the Board to establish policies and procedures relating to sportsmanship and to identify responsibilities of administrators, coaches, and students to ensure their observance. The NJSIAA requires the Board to adopt a Spectator Code of Conduct Policy for all spectators attending an interscholastic event.

The district's high school(s) is a member school of the NJSIAA. The NJSIAA and the Board require high standards of courtesy, fair play, and sportsmanship be featured at school district and NJSIAA interscholastic events. Unsportsmanlike conduct by a person at an event shall subject the individual to disciplinary action.

For the purpose of this Policy, a "home event" shall mean any event occurring in the school district's buildings or on school grounds.

For the purpose of this Policy, "school grounds" also includes other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of the land.

1. Unsportsmanlike conduct includes, but is not limited to, actions of a fan or spectator who:
 - a. Strikes or physically abuses an official, opposing coach, player, spectator, school staff member, or school security;
 - b. Intentionally incites participants or spectators to violent or abusive action;



POLICY GUIDE

COMMUNITY
9163/page 2 of 6
Spectator Code of Conduct for
Interscholastic Events

- c. Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, spectators, school staff members, or school security; or
 - d. Engages in harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic event.
2. The Board prohibits unsportsmanlike conduct or actions by a spectator, which include, but are not limited to:
- a. The use of profanity, threatening comments, or biased language before, during, or after an interscholastic event;
 - b. Verbal harassment of an official or participant (i.e., coaches or players from any participating school) by using names or uniform numbers;
 - c. Entering the field of play before, during, or after an interscholastic event;
 - d. Having a physical altercation with an official, coach, player, school staff, school security, or spectator before, during, or after an interscholastic event;
 - e. The use of artificial noisemakers or other instruments intended to disrupt the interscholastic event or distract the participants during an interscholastic event; or
 - f. Any additional unsportsmanlike conduct or actions determined by the Principal or designee to be unsportsmanlike conduct or action.
 - g. If the unsportsmanlike conduct involves a potential criminal act, the Principal or designee shall immediately contact law enforcement.



POLICY GUIDE

COMMUNITY
9163/page 3 of 6
Spectator Code of Conduct for
Interscholastic Events

3. Disciplinary Framework

- a. If the Principal or designee determines a person's conduct or actions are prohibited by this Policy, the person will be subjected to the following disciplinary actions:
- (1) Immediate removal from the interscholastic event and school grounds;
 - (2) First Offense (365-day calendar starts)
 - (a) Suspension from attending the next _____ home event(s) for the activity from which the person was immediately removed from school grounds.
 - (3) Second offense occurring within 365-day calendar days of the first offense
 - (a) Suspension from attending the next _____ home event(s) for the activity from which the person was immediately removed from school grounds.
 - (4) Third offense occurring within 365-day calendar days of the first offense or beyond
 - (a) Suspension from attending the next _____ home event(s) for the activity from which the person was immediately removed from school grounds.
 - (5) The Superintendent or designee upon consultation with the Principal or designee may increase the disciplinary actions outlined in this Policy, depending on the severity of the offense.



POLICY GUIDE

COMMUNITY
9163/page 4 of 6
Spectator Code of Conduct for
Interscholastic Events

- b. If it is determined by the Principal or designee that a person exhibited unsportsmanlike conduct at a home interscholastic athletic event, but was not immediately removed from the interscholastic event or from school grounds at the time of the prohibited conduct, the person shall be subject to the disciplinary actions outlined in this Policy.

[Districts may choose one or more of the following options.]

Option 1

- c. In the event it is determined by the Principal or designee that a person exhibited unsportsmanlike conduct at an interscholastic event not held in a school district building or on school grounds (away event), the person shall be subject to the disciplinary actions outlined in this Policy.

Option 2

- c. In the event the suspension from an interscholastic event occurs on the last home event of the activity's season or the suspension exceeds the remaining home events remaining in the activity's season, including playoffs or team or individual championships, the suspension shall continue with the first home event of the same activity in the subsequent school year.

Option 3

- c. A person who has been suspended for more than ____ home interscholastic events within ____ months of the initial conduct that resulted in the person's first suspension from attending home interscholastic events may be suspended by the Principal or designee from attending additional home interscholastic events in excess of the suspension provisions in this Policy.]



POLICY GUIDE

COMMUNITY
9163/page 5 of 6
Spectator Code of Conduct for
Interscholastic Events

- d. A person suspended by the Principal or designee from attending more than ____ home interscholastic events for exhibiting conduct or actions that violate this Policy, regardless of the specific event or activity from which the person was suspended, shall be prohibited from attending any other home interscholastic events in the district's schools or on school grounds and shall be required to meet with the Principal or designee prior to being permitted to attend any additional home interscholastic events in the district's schools or on school grounds. The person shall be required to successfully complete an educational component as determined by the Principal or designee before the person is permitted to attend any future home events in school buildings or on school grounds. The educational component will include a program that addresses the unsportsmanlike conduct or actions that caused the person to be suspended from the interscholastic events.
- e. A person who does not comply with the suspension requirements of this Policy or refuses to immediately leave the school building or school grounds for violating the provisions of this Policy may be reported to law enforcement to be removed from the school building or from school grounds.

4. Appeals

- a. A person may appeal the decision of the Principal or designee to the Superintendent of Schools by submitting a written appeal to the Superintendent within three calendar days after receiving notice of the suspension from the event by the Principal or designee. The Superintendent shall make a decision on the written appeal within three business days upon receiving the written appeal. The Superintendent's decision may be appealed to the Board in accordance with the Board appeal provisions in Policy and Regulation 9130 – Public Complaints and Grievances.



POLICY GUIDE

COMMUNITY
9163/page 6 of 6
Spectator Code of Conduct for
Interscholastic Events

This Policy shall be provided to the parent(s) of student-athletes participating in interscholastic programs in the district. The parent(s) shall be required to sign a document acknowledging receipt of this Policy and acknowledging their understanding of the provisions of this Policy. This document shall be provided to the parent(s) during the high school's sports registration process before each season.

This Policy shall be made available to NJSIAA staff upon request. NJSIAA staff may share a copy of this Policy with another member school when appropriate.

A list of unsportsmanlike conduct or actions will be posted at all venues hosting school district events to the extent reasonably possible.

Failure of a member school to enforce the provisions of this Policy may result in discipline by the NJSIAA. In addition to the penalties set forth by NJSIAA, a school that does not enforce its Policy may be prohibited by NJSIAA from hosting an NJSIAA State tournament event.

NJSIAA Spectator Code of Conduct Policy – Revised, May 8, 2024

Adopted:



POLICY GUIDE

STUDENTS

5701/page 1 of 2

Academic Integrity ~~Plagiarism~~

Dec 24

[See POLICY ALERT No. 234]

5701 ACADEMIC INTEGRITY ~~PLAGIARISM~~

The Board of Education is committed to require a high level of ethical standards for students in the school district that include honesty and integrity in all aspects of their academic program. The Board expects all students to embrace the highest standards of academic integrity in all assignments. Acts of academic dishonesty by students will not be accepted. Students are responsible for complying with the provisions of this Policy and may be subject to disciplinary action for any violation.

Students are expected to be honest in their studies and academic work. Students shall not engage in any of the following prohibited acts that include, but not be limited to:

1. Plagiarizing term papers, themes, essays, reports, images, take-home examinations, and other academic work required of a student in their education program. Plagiarism is presenting work from another source without full acknowledgment that it is not their own work;
2. The deliberate use of false information or the falsification of research or other findings with the intent to deceive. Fabrication includes, but is not limited to, citing information not taken from the source indicated; listing sources in a bibliography that are not used in the project; fabricating data or source information in experiments, research projects, or other academic exercises; and taking a test for another person or allowing others to take a test for one's self;
3. Providing false information to a teaching staff member in an academic assignment such as giving a false excuse for missing a deadline or falsely claiming to have submitted an assignment;
4. Cheating on examinations by any means and obtaining copies of an examination;



POLICY GUIDE

STUDENTS

5701/page 2 of 2

Academic Integrity Plagiarism

5. Preventing other students from completing their assignments including, but not limited to, removing pages from books, willfully disrupting the experiments or work of other students, misrepresenting the contributions of others in a group to give more credit to one particular student for one's personal gain; and compromising and/or damaging the school district's technology;
6. Using generative artificial intelligence (AI) in violation of Policy 2365 and the district's AI Plan;
7. Selling, for any fee, or other remuneration, prepare, offer to prepare, cause to be prepared, sell or offer for sale any term paper, thesis, dissertation, essay, report or other written recorded, pictorial, artistic or other assignment knowing, or under the circumstances having reason to know, that said assignment is intended for submission either in whole or substantial part under a student's name in fulfillment of the requirements for a diploma at any school or any educational institution in accordance with N.J.S.A. 18A:2-3.; or
8. Any other conduct determined by the Principal that compromises the academic integrity of a student's work.

Any violation of this Policy shall be addressed in accordance with Policy and Regulation 5600.

A student may appeal a violation of this Policy in accordance with Policy 5710.

Students shall be informed of the conduct prohibited by this Policy at the beginning of the school year.

N.J.S.A. 18A:2-3

Adopted:



POLICY GUIDE

STUDENTS
5710/ page 1 of 3
Student Grievance
Dec 24

[See POLICY ALERT No. 234]

5710 STUDENT GRIEVANCE

The Board of Education believes ~~that students are citizens who~~ possess the right to request redress of grievances ~~and that students should be encouraged to respect lawful procedures for the resolution of~~ and disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard.

For the purposes of this Policy, a student grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. **The procedure outlined in this Policy shall be used to address a student grievance that is not elsewhere in a Board policy, regulation, and/or grievance with a procedure specifically designed to address the conduct in question.**

A student grievance ~~shall will~~ be heard in the following manner:

1. First Level

- a. The student or parent may submit a grievance to the teaching staff member most closely related to the policy or act giving rise to the grievance, within five school days of the conduct.

2. Second Level

- a. If the grievance is not resolved at the first level, the student or parent may appeal the teaching staff member's decision by submitting a written appeal of the decision to the Principal or designee within five school days of receipt of the teaching staff member's written decision.

(1) The written grievance shall include:

- (a) The specific nature of the grievance and a brief statement of the facts giving rise to it;



POLICY GUIDE

STUDENTS
5710/ page 2 of 3
Student Grievance

- (b) Any documentation the student or parent has supporting their request; and
 - (c) The remedy sought by the student or student's parent.
 - b. The Principal or designee will inform the student and parent, in writing, of the Principal's or designee's decision regarding the appeal within five school days of receiving the written appeal from the student or parent and their right to appeal the Principal's or designee's decision to the Superintendent of Schools or designee.
- 3. **Third Level**
 - a. If the grievance is not resolved at the second level, the student or parent may appeal the Principal's or designee's decision by submitting a written request to the Superintendent or designee. This written request for an appeal must be submitted to the Superintendent or designee by the student or parent within five school days of the student's or parent's receipt of the Principal's or designee's written decision and must include the same information the parent or student submitted in the written grievance outlined in 2.a.(1) above.
 - b. The Superintendent or designee will review the written request for an appeal and supporting documentation submitted by the school staff members and the student or parent to inform the student and parent of the decision regarding the appeal within ten school days of receiving the written request for an appeal.
 - c. A student or parent may appeal the Superintendent or designee's decision to the Board. An appeal that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than thirty calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.



POLICY GUIDE

STUDENTS
5710/ page 3 of 3
Student Grievance

1. ~~A student should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;~~
2. ~~A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;~~
3. ~~The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;~~

Optional

~~[At each level the student will have the opportunity to be heard personally;]~~

4. ~~At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;~~
5. ~~A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.~~

The Superintendent shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

Cross-reference: Policy Guide No. 9130

Adopted:



**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Attachment XVI-D

**Fund 10 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		1,213,890.39
116	Investment - Capital Reserve Account		240,000.00
117	Investment - Maintenance Reserve Account		190,000.00
118	Investment - Current Expense Emergency Reserve Account		178,700.00
121	Tax Levy Receivable		3,109,820.00
	Accounts Receivable:		
132	InterfundAccounts Receivable:	4.50	
141	Intergovernmental - StateAccounts Receivable:	204,697.00	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:		204,701.50
	Loans Receivable:		
			<u>5,137,111.89</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	7,459,756.00	
302	Less Revenues	7,466,674.91	(6,918.91)
			<u>(6,918.91)</u>
Total Assets and Resources:			<u>5,130,192.98</u>

Liabilities and Fund Equity

Liabilities			
Account Number	Account Name	Subtotal Balance	Balance
402	Interfund Accounts Payable		9,581.74
			<u>9,581.74</u>

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year	3,320,584.77			
754+753	Reserve for Encumbrances - Current + Prior		<u>3,320,584.77</u>		
	Reserve Fund Balance:				
761	Capital Reserve Account	240,000.00			
604	Add: Increase in Capital Reserve	1,000.00			
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service	0.00		241,000.00	
764	Maintenance Reserve Account	190,000.00			
606	Add: Increase in Maintenance Reserve	500.00			
310	Less: Budgeted Withdrawal from Maintenance Reserve	35,000.00		<u>155,500.00</u>	
766	Current Expense Emergency Reserve Account	178,700.00			
607	Add: Increase in Current Expense Emergency Reserve	500.00			
312	Less: Budgeted Withdrawal from Current Expense Emergency Reserve	0.00		<u>179,200.00</u>	
	Appropriations				
601	Appropriations		7,886,487.00		
602	Less: Expenditures	3,828,020.01			
603	Encumbrances	3,320,584.77	<u>(7,148,604.78)</u>	<u>737,882.22</u>	
	Total Appropriated			<u>4,634,166.99</u>	
	Unappropriated				
770	Unassigned Fund Balance			880,175.25	
303	Budgeted Fund Balance			<u>393,731.00</u>	
					<u>5,120,611.24</u>
Total Liabilities and Fund Equity:					<u>5,130,192.98</u>

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,886,487.00	7,148,604.78	737,882.22
Revenues	(7,459,756.00)	(7,466,674.91)	(-6,918.91)
	426,731.00	(318,070.13)	744,801.13
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	1,000.00	1,000.00	.00
	1,000.00	1,000.00	.00
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	500.00	500.00	.00
Less: Budgeted Withdrawal from Maintenance Reserve (310)	35,000.00	35,000.00	.00
	(34,500.00)	(34,500.00)	.00
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	500.00	500.00	.00
	500.00	500.00	.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	7,027,098.00	0.00	7,027,098.00	7,034,016.91	Over	(6,918.91)
10-3xxx	520	From State Sources	432,658.00	0.00	432,658.00	432,658.00		0.00
-		Total Revenues/Sources Of Funds	7,459,756.00	0.00	7,459,756.00	7,466,674.91	Over	(6,918.91)

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	2,258,019.00	(2,300.00)	2,255,719.00	1,118,075.91	1,032,282.69	105,360.40
11-2xx-100-xxx	10300	Special Education - Instruction	82,300.00	0.00	82,300.00	40,650.00	40,650.00	1,000.00
11-240-100-xxx	12160	Bilingual Education - Instruction	143,028.00	0.00	143,028.00	54,580.79	56,927.00	31,520.21
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	37,855.00	0.00	37,855.00	15,517.50	0.00	22,337.50
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	47,335.00	0.00	47,335.00	23,101.74	0.00	24,233.26
11-422-xxx-xxx	20620	Summer School	18,114.00	0.00	18,114.00	17,289.90	0.00	824.10
	72140	<i>Undistributed Expenditures:</i>						
11-000-100-xxx	29180	Instruction (Tuition)	1,786,935.00	(104,715.00)	1,682,220.00	635,658.99	926,201.21	120,359.80
11-000-211-xxx	29680	Attendance and Social Work Services	67,120.00	0.00	67,120.00	34,120.59	22,255.12	10,744.29
11-000-213-xxx	30620	Health Services	76,415.00	0.00	76,415.00	39,081.16	31,818.78	5,515.06
11-000-216-xxx	40580	Speech, OT, PT and Related Services	136,235.00	0.00	136,235.00	60,458.75	69,825.25	5,951.00
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	61,138.00	3,070.00	64,208.00	33,389.00	28,819.00	2,000.00
11-000-218-xxx	41660	Guidance	64,425.00	2,300.00	66,725.00	34,576.03	32,111.77	37.20
11-000-219-xxx	42200	Child Study Teams	132,849.00	0.00	132,849.00	74,345.58	56,184.32	2,319.10
11-000-221-xxx	43200	Improvement of Instruction	136,646.00	11,300.00	147,946.00	89,982.29	54,911.32	3,052.39
11-000-222-xxx	43620	Educational Media Services/School Library	95,143.00	0.00	95,143.00	50,362.31	44,681.20	99.49
11-000-223-xxx	44180	Instructional Staff Training	13,449.00	0.00	13,449.00	0.00	690.00	12,759.00
11-000-230-xxx	45300	General Administration	261,463.00	0.00	261,463.00	162,595.48	77,858.16	21,009.36
11-000-240-xxx	46160	School Administration	7,200.00	0.00	7,200.00	4,125.00	2,500.00	575.00
11-000-251-xxx	47200	Central Services	179,831.00	7,000.00	186,831.00	125,079.50	57,914.34	3,837.16
11-000-252-xxx	47620	Administrative Information Technology	7,300.00	0.00	7,300.00	4,227.15	2,292.05	780.80
11-000-261-xxx	48580	Required Maintenance for School Facilities	180,437.00	(9,000.00)	171,437.00	129,754.31	16,734.37	24,948.32
11-000-262-xxx	49340	Custodial Services	413,192.00	2,000.00	415,192.00	212,540.52	157,250.72	45,400.76
11-000-266-xxx	51100	Security	14,850.00	0.00	14,850.00	12,620.25	892.50	1,337.25
11-000-270-xxx	52480	Student Transportation	296,073.00	0.00	296,073.00	79,517.51	107,931.50	108,623.99
11-xxx-xxx-2xx	71260	Employee Benefits	1,284,664.00	25,830.00	1,310,494.00	734,542.75	457,209.47	118,741.78
		Total General Expense	7,802,016.00	(64,515.00)	7,737,501.00	3,786,193.01	3,277,940.77	673,367.22

Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	21,662.00	0.00	21,662.00	10,831.00	10,831.00	0.00
		Total Capital Outlay	21,662.00	0.00	21,662.00	10,831.00	10,831.00	0.00

Fund 10 Items

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56x	84000	Transfer of Funds to Charter Schools	62,809.00	64,515.00	127,324.00	30,996.00	31,813.00	64,515.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

	62,809.00	64,515.00	127,324.00	30,996.00	31,813.00	64,515.00
Total General Fund	7,886,487.00	0.00	7,886,487.00	3,828,020.01	3,320,584.77	737,882.22

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
10-1210	100	Local Tax Levy	6,997,098.00	0.00	6,997,098.00	6,997,098.00	0.00
10-1310	140	Tuition from Individuals	6,100.00	0.00	6,100.00	5,775.00	325.00
10-1xxx	340	Interest Earned on Capital Reserve Funds	1,000.00	0.00	1,000.00	1,000.00	0.00
10-1xxx	330	Interest Earned on Maintenance Reserve Funds	500.00	0.00	500.00	500.00	0.00
10-1xxx	320	Interest Earned on Current Expense Emergency Reserve Funds	500.00	0.00	500.00	500.00	0.00
10-1xxx	350	Other Restricted Miscellaneous Revenues	21,900.00	0.00	21,900.00	29,143.91	(7,243.91)
10-1xxx	370	Total Revenue from Local Sources	7,027,098.00	0.00	7,027,098.00	7,034,016.91	(6,918.91)
- State Sources							
10-3121	420	Categorical Transportation Aid	85,575.00	0.00	85,575.00	85,575.00	0.00
10-3132	440	Categorical Special Education Aid	189,718.00	0.00	189,718.00	189,718.00	0.00
10-3177	470	Categorical Security Aid	134,097.00	0.00	134,097.00	134,097.00	0.00
10-3xxx	500	Other State Aids	23,268.00	0.00	23,268.00	23,268.00	0.00
10-3xxx	520	Total Revenue from State Sources	432,658.00	0.00	432,658.00	432,658.00	0.00
-		Total Revenues/Sources of Funds	7,459,756.00	0.00	7,459,756.00	7,466,674.91	(6,918.91)

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	1,000.00	0.00	1,000.00	800.00	0.00	200.00
11-105-100-936	2060	Local Contribution - Transfer to Special Revenue - Inclusion	93,126.00	0.00	93,126.00	93,126.00	0.00	0.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	163,700.00	0.00	163,700.00	80,662.50	80,350.00	2,687.50
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	980,200.00	0.00	980,200.00	470,015.75	503,278.25	6,906.00
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	858,225.00	0.00	858,225.00	400,445.10	429,776.25	28,003.65
subtotal	subtotal	Total Regular Programs - Instruction	2,096,251.00	0.00	2,096,251.00	1,045,049.35	1,013,404.50	37,797.15
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
subtotal	subtotal	Total Regular Programs - Home Instruction	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
--- Regular Programs - Undistributed Instruction								
11-190-100-500	3060	Other Purchased Services (400-500 series)	7,500.00	0.00	7,500.00	1,420.00	3,266.00	2,814.00
11-190-100-610	3080	General Supplies	110,268.00	(2,300.00)	107,968.00	48,646.38	5,134.49	54,187.13
11-190-100-800	3120	Other Objects	43,000.00	0.00	43,000.00	22,960.18	10,477.70	9,562.12
subtotal	subtotal	Total Regular Programs - Undistributed Instruction	160,768.00	(2,300.00)	158,468.00	73,026.56	18,878.19	66,563.25
11-1xx-100-xxxx	3200	Total Regular Programs - Instruction	2,258,019.00	(2,300.00)	2,255,719.00	1,118,075.91	1,032,282.69	105,360.40
-- Special Education Programs								
--- Autism:								
11-214-100-101	7500	Salaries of Teachers	81,300.00	0.00	81,300.00	40,650.00	40,650.00	0.00
11-214-100-xxx	7660	Total Autism	81,300.00	0.00	81,300.00	40,650.00	40,650.00	0.00
--- Home Instruction:								
11-219-100-101	9260	Salaries of Teachers	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
11-219-100-xxx	9420	Total Home Instruction	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
subtotal special ed	10300	Total Special Education - Instruction	82,300.00	0.00	82,300.00	40,650.00	40,650.00	1,000.00
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	142,228.00	0.00	142,228.00	54,376.00	56,927.00	30,925.00
11-240-100-610	12100	General Supplies	800.00	0.00	800.00	204.79	0.00	595.21
11-240-100-xxx	12160	Total Bilingual Education - Instruction	143,028.00	0.00	143,028.00	54,580.79	56,927.00	31,520.21
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	37,605.00	0.00	37,605.00	15,517.50	0.00	22,087.50
11-401-100-600	17040	Supplies and Materials	250.00	0.00	250.00	0.00	0.00	250.00
11-401-100-xxx	17100	Total School-Spon. Co/Extra-curricular Actvts. - Inst.	37,855.00	0.00	37,855.00	15,517.50	0.00	22,337.50
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	29,835.00	0.00	29,835.00	16,578.90	0.00	13,256.10
11-402-100-500	17520	Purchased Services (300-500 series)	15,000.00	0.00	15,000.00	6,460.00	0.00	8,540.00
11-402-100-600	17540	Supplies and Materials	2,500.00	0.00	2,500.00	62.84	0.00	2,437.16
11-402-100-xxx	17600	Total School-Sponsored Athletics - Instruction	47,335.00	0.00	47,335.00	23,101.74	0.00	24,233.26
-- Summer School								
--- Summer School - Instruction								
11-422-100-178	20040	Salaries of Teacher Tutors	18,114.00	0.00	18,114.00	17,289.90	0.00	824.10
11-422-100-xxx	20180	Total Summer School - Instruction	18,114.00	0.00	18,114.00	17,289.90	0.00	824.10
11-422-xxx-xxx	20620	Total Summer School	18,114.00	0.00	18,114.00	17,289.90	0.00	824.10
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-561	29000	Tuition to Other LEAs Within the State-Regular	1,354,560.00	(54,900.00)	1,299,660.00	523,620.31	760,960.49	15,079.20
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	219,700.00	(1,382.00)	218,318.00	83,198.68	121,980.72	13,138.60

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-100-563	29040	Tuition to County Voc. School Dist.-Regular	36,870.00	22,200.00	59,070.00	23,596.80	35,395.20	78.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	14,026.00	(918.00)	13,108.00	5,243.20	7,864.80	0.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	161,779.00	(69,715.00)	92,064.00	0.00	0.00	92,064.00
11-000-100-xxx	29180	Total Undistributed Expenditures - Instruction (Tuition)	1,786,935.00	(104,715.00)	1,682,220.00	635,658.99	926,201.21	120,359.80
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	60,470.00	0.00	60,470.00	33,458.32	22,139.00	4,872.68
11-000-211-173	29560	Salaries of Family Liaisons/Comm. Parent Inv. Spec.	5,850.00	0.00	5,850.00	0.00	0.00	5,850.00
11-000-211-600	29640	Supplies and Materials	800.00	0.00	800.00	662.27	116.12	21.61
11-000-211-xxx	29680	Total Attendance and Work	67,120.00	0.00	67,120.00	34,120.59	22,255.12	10,744.29
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	67,815.00	0.00	67,815.00	35,157.50	31,257.50	1,400.00
11-000-213-300	30540	Purchased Professional and Technical Services	5,000.00	0.00	5,000.00	2,000.00	0.00	3,000.00
11-000-213-600	30580	Supplies and Materials	3,300.00	(100.00)	3,200.00	1,598.66	561.28	1,040.06
11-000-213-800	30600	Other Objects	300.00	100.00	400.00	325.00	0.00	75.00
11-000-213-xxx	30620	Total Undistributed Expenditures - Health Services	76,415.00	0.00	76,415.00	39,081.16	31,818.78	5,515.06
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	87,350.00	0.00	87,350.00	43,810.00	43,540.00	0.00
11-000-216-320	40520	Purchased Professional - Educational Services	48,385.00	0.00	48,385.00	16,648.75	25,786.25	5,950.00
11-000-216-600	40540	Supplies and Materials	500.00	0.00	500.00	0.00	499.00	1.00
11-000-216-xxx	40580	Total Speech, OT, PT and Related Services	136,235.00	0.00	136,235.00	60,458.75	69,825.25	5,951.00
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-100	41000	Salaries	61,138.00	3,070.00	64,208.00	33,389.00	28,819.00	2,000.00
11-000-217-xxx	41080	Total Other Support Services Students-Extraordinary Serv.	61,138.00	3,070.00	64,208.00	33,389.00	28,819.00	2,000.00
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	64,125.00	0.00	64,125.00	32,062.50	32,062.50	0.00
11-000-218-600	41620	Supplies and Materials	300.00	2,300.00	2,600.00	2,513.53	49.27	37.20
11-000-218-xxx	41660	Total Undistributed Expenditures - Guidance	64,425.00	2,300.00	66,725.00	34,576.03	32,111.77	37.20
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	119,608.00	(890.00)	118,718.00	63,049.93	55,433.07	235.00
11-000-219-320	42060	Purchased Professional - Educational Services	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
11-000-219-600	42160	Supplies and Materials	9,741.00	390.00	10,131.00	9,612.71	75.71	442.58
11-000-219-800	42180	Other Objects	2,000.00	500.00	2,500.00	1,682.94	675.54	141.52
11-000-219-xxx	42200	Total Child Study Teams	132,849.00	0.00	132,849.00	74,345.58	56,184.32	2,319.10
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	111,323.00	0.00	111,323.00	64,937.86	46,385.14	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	3,600.00	0.00	3,600.00	1,530.00	0.00	2,070.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	20,223.00	0.00	20,223.00	11,796.82	8,426.18	0.00
11-000-221-320	43100	Purchased Professional-Educational Services	0.00	11,300.00	11,300.00	11,284.00	0.00	16.00
11-000-221-600	43160	Supplies and Materials	1,000.00	0.00	1,000.00	433.61	0.00	566.39
11-000-221-800	43180	Other Objects	500.00	0.00	500.00	0.00	100.00	400.00
11-000-221-xxx	43200	Total Improvement of Instruction Services	136,646.00	11,300.00	147,946.00	89,982.29	54,911.32	3,052.39
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-177	43520	Salaries of Technology Coordinators	89,706.00	0.00	89,706.00	50,012.31	39,681.20	12.49
11-000-222-300	43540	Purchased Professional and Technical Services	5,437.00	0.00	5,437.00	350.00	5,000.00	87.00
11-000-222-xxx	43620	Total Educational Media Services/School Library	95,143.00	0.00	95,143.00	50,362.31	44,681.20	99.49
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-320	44080	Purchased Professional - Educational Serv	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-500	44120	Other Purchased Services (400-500 series)	12,449.00	0.00	12,449.00	0.00	690.00	11,759.00
11-000-223-xxx	44180	Total Instructional Staff Training Services	13,449.00	0.00	13,449.00	0.00	690.00	12,759.00
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	174,628.00	0.00	174,628.00	101,865.87	72,762.13	0.00
11-000-230-331	45040	Legal Services	6,000.00	0.00	6,000.00	5,622.50	0.00	377.50
11-000-230-332	45060	Audit Fees	27,560.00	1,590.00	29,150.00	29,150.00	0.00	0.00
11-000-230-334	45080	Architectural/Engineering Services	10,000.00	(1,590.00)	8,410.00	1,603.06	150.00	6,656.94
11-000-230-339	45100	Other Purchased Professional Services	8,915.00	300.00	9,215.00	7,115.00	2,000.00	100.00
11-000-230-530	45140	Communications / Telephone	9,960.00	0.00	9,960.00	3,695.33	1,677.11	4,587.56
11-000-230-585	45160	BOE Other Purchased Services	4,600.00	(465.00)	4,135.00	3,008.21	0.00	1,126.79
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	4,000.00	0.00	4,000.00	179.16	269.04	3,551.80
11-000-230-610	45200	General Supplies	7,000.00	0.00	7,000.00	1,874.00	756.48	4,369.52
11-000-230-890	45260	Miscellaneous Expenditures	5,000.00	0.00	5,000.00	4,517.59	243.40	239.01
11-000-230-895	45280	BOE Membership Dues and Fees	3,800.00	165.00	3,965.00	3,964.76	0.00	0.24
11-000-230-xxx	45300	Total Support Services - General Administration	261,463.00	0.00	261,463.00	162,595.48	77,858.16	21,009.36
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	6,000.00	0.00	6,000.00	3,500.00	2,500.00	0.00
11-000-240-600	46120	Supplies and Materials	200.00	0.00	200.00	0.00	0.00	200.00
11-000-240-800	46140	Other Objects	1,000.00	0.00	1,000.00	625.00	0.00	375.00
11-000-240-xxx	46160	Total Support Services - School Administration	7,200.00	0.00	7,200.00	4,125.00	2,500.00	575.00
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	157,254.00	750.00	158,004.00	99,987.93	56,804.44	1,211.63
11-000-251-330	47020	Purchased Professional Services	350.00	15.00	365.00	345.00	20.00	0.00
11-000-251-340	47040	Purchased Technical Services	16,827.00	7,000.00	23,827.00	22,591.50	500.00	735.50
11-000-251-600	47100	Supplies and Materials	2,800.00	(765.00)	2,035.00	269.97	0.00	1,765.03
11-000-251-890	47180	Miscellaneous Expenditures	2,600.00	0.00	2,600.00	1,885.10	589.90	125.00
11-000-251-xxx	47200	Total Central Services	179,831.00	7,000.00	186,831.00	125,079.50	57,914.34	3,837.16
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	5,000.00	0.00	5,000.00	2,707.95	2,292.05	0.00
11-000-252-600	47580	Supplies and Materials	2,300.00	0.00	2,300.00	1,519.20	0.00	780.80
11-000-252-xxx	47620	Total Administrative Information Technology	7,300.00	0.00	7,300.00	4,227.15	2,292.05	780.80
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	130,000.00	(8,000.00)	122,000.00	89,387.45	16,104.37	16,508.18
11-000-261-610	48540	General Supplies	12,000.00	(3,500.00)	8,500.00	1,576.25	0.00	6,923.75
11-000-261-800	48560	Other Objects	38,437.00	2,500.00	40,937.00	38,790.61	630.00	1,516.39
11-000-261-xxx	48580	Total Required Maintenance for School Facilities	180,437.00	(9,000.00)	171,437.00	129,754.31	16,734.37	24,948.32
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	152,578.00	0.00	152,578.00	87,210.16	59,538.82	5,829.02
11-000-262-107	49020	Salaries of Non-Instructional Aides	30,798.00	0.00	30,798.00	11,093.61	0.00	19,704.39
11-000-262-300	49040	Purchased Professional and Technical Services	2,500.00	0.00	2,500.00	2,170.00	0.00	330.00
11-000-262-490	49120	Other Purchased Property Services	5,150.00	2,850.00	8,000.00	3,824.92	4,175.08	0.00
11-000-262-520	49140	Insurance	81,990.00	(2,850.00)	79,140.00	66,930.00	910.00	11,300.00
11-000-262-610	49180	General Supplies	10,000.00	2,000.00	12,000.00	9,390.00	1,173.58	1,436.42
11-000-262-621	49200	Energy (Natural Gas)	82,176.00	0.00	82,176.00	14,531.98	66,343.09	1,300.93
11-000-262-622	49220	Energy (Electricity)	48,000.00	0.00	48,000.00	17,389.85	25,110.15	5,500.00
11-000-262-xxx	49340	Total Custodial Services	413,192.00	2,000.00	415,192.00	212,540.52	157,250.72	45,400.76
---- Undistributed Expenditures - Security								
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	12,850.00	0.00	12,850.00	12,620.25	0.00	229.75
11-000-266-610	51060	General Supplies	2,000.00	0.00	2,000.00	0.00	892.50	1,107.50
11-000-266-xxx	51100	Total Security	14,850.00	0.00	14,850.00	12,620.25	892.50	1,337.25
subtotal of 11-000-26x-xxx	51120	Total Operation and Maintenance of Plant Services	608,479.00	(7,000.00)	601,479.00	354,915.08	174,877.59	71,686.33
--- Undistributed Expenditures - Student Transportation Services								

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-160	52020	Salaries for Pupil Trans. (Between Home and Sch)-Regular	62,025.00	0.00	62,025.00	29,591.94	21,137.06	11,296.00
11-000-270-503	52200	Contracted Services-Aid in Lieu Pymts- Non-Public School	12,264.00	0.00	12,264.00	0.00	0.00	12,264.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	100.00	0.00	100.00	0.00	0.00	100.00
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	88,759.00	0.00	88,759.00	25,728.00	49,068.22	13,962.78
11-000-270-515	52340	Contracted Services (Special Ed Students)-Joint Agreements	90,366.00	(15,000.00)	75,366.00	0.00	4,586.86	70,779.14
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSA's	26,261.00	11,200.00	37,461.00	15,168.37	22,261.63	31.00
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSA's	16,298.00	3,800.00	20,098.00	9,029.20	10,877.73	191.07
11-000-270-xxx	52480	Total Student Transportation Services	296,073.00	0.00	296,073.00	79,517.51	107,931.50	108,623.99
--- Employee Benefits								
---- Allocated Benefits								
----- Regular Programs - Instruction								
11-1xx-100-260	53160	Worker's Compensation	3,500.00	0.00	3,500.00	3,500.00	0.00	0.00
11-1xx-100-270	53180	Health Benefits	548,155.00	0.00	548,155.00	342,470.06	191,683.86	14,001.08
11-1xx-100-290	53220	Other Employee Benefits	43,476.00	4,150.00	47,626.00	20,520.45	0.00	27,105.55
11-1xx-100-2xx	53240	Total Regular Programs - Instruction	595,131.00	4,150.00	599,281.00	366,490.51	191,683.86	41,106.63
----- Special Programs - Instruction								
11-2xx-100-270	54180	Health Benefits	42,631.00	(3,455.00)	39,176.00	17,162.10	10,977.06	11,036.84
11-2xx-100-290	54220	Other Employee Benefits	0.00	3,455.00	3,455.00	1,725.14	0.00	1,729.86
11-2xx-100-2xx	54240	Total Special Programs - Instruction	42,631.00	0.00	42,631.00	18,887.24	10,977.06	12,766.70
----- Attendance and Social Work Services								
11-000-211-220	59020	Social Security Contributions	5,189.00	0.00	5,189.00	0.00	5,189.00	0.00
11-000-211-270	59180	Health Benefits	0.00	15,250.00	15,250.00	14,080.03	1,115.47	54.50
11-000-211-290	59220	Other Employee Benefits	8,476.00	0.00	8,476.00	2,070.17	0.00	6,405.83
11-000-211-2xx	59240	Total Attendance and Social Work Services	13,665.00	15,250.00	28,915.00	16,150.20	6,304.47	6,460.33
----- Health Services								
11-000-213-220	59520	Social Security Contributions	406.00	0.00	406.00	0.00	406.00	0.00
11-000-213-270	59680	Health Benefits	15,402.00	0.00	15,402.00	8,940.39	6,259.31	202.30
11-000-213-2xx	59740	Total Health Services	15,808.00	0.00	15,808.00	8,940.39	6,665.31	202.30
----- Speech, OT, PT and Related Services								
11-000-216-270	60180	Health Benefits	44,044.00	0.00	44,044.00	25,526.83	17,658.37	858.80
11-000-216-2xx	60240	Total Speech, OT, PT and Related Services	44,044.00	0.00	44,044.00	25,526.83	17,658.37	858.80
----- Other Support Services - Students - Extraordinary Services								
11-000-217-270	60680	Health Benefits	33,462.00	0.00	33,462.00	22,307.91	10,772.29	381.80
11-000-217-290	60720	Other Employee Benefits	18,476.00	0.00	18,476.00	6,640.34	0.00	11,835.66
11-000-217-2xx	60740	Total Other Support Services - Students - Extraordinary Services	51,938.00	0.00	51,938.00	28,948.25	10,772.29	12,217.46
----- Guidance								
11-000-218-270	61180	Health Benefits	15,401.00	0.00	15,401.00	8,940.39	6,258.31	202.30
11-000-218-2xx	61240	Total Guidance	15,401.00	0.00	15,401.00	8,940.39	6,258.31	202.30
----- Child Study Teams								
11-000-219-270	61680	Health Benefits	61,169.00	0.00	61,169.00	46,671.27	13,452.83	1,044.90
11-000-219-2xx	61740	Total Child Study Teams	61,169.00	0.00	61,169.00	46,671.27	13,452.83	1,044.90
----- Improvement of Instruction Services								
11-000-221-220	62520	Social Security Contributions	1,824.00	0.00	1,824.00	0.00	1,824.00	0.00
11-000-221-2xx	62740	Total Improvement of Instruction Services	1,824.00	0.00	1,824.00	0.00	1,824.00	0.00
----- Educational Media Services/School Library								
11-000-222-220	63020	Social Security Contributions	6,481.00	0.00	6,481.00	0.00	6,481.00	0.00
11-000-222-270	63180	Health Benefits	42,998.00	0.00	42,998.00	11,205.43	1,099.22	30,693.35
11-000-222-290	63220	Other Employee Benefits	0.00	3,830.00	3,830.00	1,914.67	0.00	1,915.33
11-000-222-2xx	63240	Total Educational Media Services/School Library	49,479.00	3,830.00	53,309.00	13,120.10	7,580.22	32,608.68
----- Custodial Services								
11-000-262-220	68405	Social Security Contributions	18,001.00	0.00	18,001.00	0.00	18,001.00	0.00
11-000-262-260	68440	Worker's Compensation	46,050.00	0.00	46,050.00	43,858.43	0.00	2,191.57

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-270	68445	Health Benefits	44,996.00	0.00	44,996.00	28,348.70	16,091.56	555.74
11-000-262-2xx	68465	Total Custodial Services	109,047.00	0.00	109,047.00	72,207.13	34,092.56	2,747.31
11-xxx-xxx-2xx	70260	Total Allocated Benefits	1,000,137.00	23,230.00	1,023,367.00	605,882.31	307,269.28	110,215.41
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	41,996.00	0.00	41,996.00	40,095.71	1,900.29	0.00
11-000-291-241	71060	Other Retirement Contributions - PERS	119,844.00	(6,000.00)	113,844.00	4,571.51	105,177.49	4,095.00
11-000-291-260	71160	Worker's Compensation	2,500.00	0.00	2,500.00	2,500.00	0.00	0.00
11-000-291-270	71180	Health Benefits	100,187.00	0.00	100,187.00	55,599.47	42,862.41	1,725.12
11-000-291-280	71200	Tuition Reimbursement	6,000.00	6,000.00	12,000.00	11,793.75	0.00	206.25
11-000-291-290	71220	Other Employee Benefits	14,000.00	2,600.00	16,600.00	14,100.00	0.00	2,500.00
total unallocated benefits	71240	11-000-291-2xx	284,527.00	2,600.00	287,127.00	128,660.44	149,940.19	8,526.37
11-xxx-xxx-2xx	71260	Total Employee Benefits	1,284,664.00	25,830.00	1,310,494.00	734,542.75	457,209.47	118,741.78
	72140	Total Undistributed Expenditures	5,215,365.00	(62,215.00)	5,153,150.00	2,516,977.17	2,148,081.08	488,091.75
	72260	Total General Expense	7,802,016.00	(64,515.00)	7,737,501.00	3,786,193.01	3,277,940.77	673,367.22
- Capital Outlay								
-- Facilities Acquisition and Construction Services								
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	21,662.00	0.00	21,662.00	10,831.00	10,831.00	0.00
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	21,662.00	0.00	21,662.00	10,831.00	10,831.00	0.00
12-xxx-xxx-xxx	76400	Total Capital Outlay	21,662.00	0.00	21,662.00	10,831.00	10,831.00	0.00
- Fund 10 Items								
10-000-100-56x	84000	Transfer of Funds to Charter Schools	62,809.00	64,515.00	127,324.00	30,996.00	31,813.00	64,515.00
10-xxx-xxx-xxx		Total Fund 10 Items	62,809.00	64,515.00	127,324.00	30,996.00	31,813.00	64,515.00
	84060	Total General Fund	7,886,487.00	0.00	7,886,487.00	3,828,020.01	3,320,584.77	737,882.22

David J.
2/3/25

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 20 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		43,338.61
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	302,657.46	
xxx	Other Current AssetsAccounts Receivable:		302,657.46
			<u>345,996.07</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	1,214,746.63	
302	Less Revenues	1,058,368.88	156,377.75
			<u>156,377.75</u>
	Total Assets and Resources:		<u>502,373.82</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		426,760.94		
754+753	Reserve for Encumbrances - Current + Prior			426,760.94	
	Reserve Fund Balance:				
601	Appropriations		1,214,746.63		
602	Less: Expenditures	712,372.81			
603	Encumbrances	426,760.94	(1,139,133.75)	75,612.88	
					<u>502,373.82</u>
	Total Liabilities and Fund Equity:				<u>502,373.82</u>

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	1,214,746.63	1,139,133.75	75,612.88
Revenues	(1,214,746.63)	(1,058,368.88)	(156,377.75)
	.00	80,764.87	(80,764.87)

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified For Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-52xx	835,836	Transfers from Other Funds	93,126.00	0.00	93,126.00	93,126.00		0.00
20-1xxx	745	From Local Sources	0.00	24,485.00	24,485.00	24,485.00		0.00
20-3xxx	770	From State Sources	605,319.00	0.00	605,319.00	605,319.00		0.00
20-4xxx	830	From Federal Sources	0.00	491,816.63	491,816.63	335,438.88	Under	156,377.75
-		Total Revenues/Sources Of Funds	698,445.00	516,301.63	1,214,746.63	1,058,368.88	Under	156,377.75

Special Revenue Fund

Local Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	0.00	24,485.00	24,485.00	871.97	3,614.03	19,999.00
		Total Local Projects	0.00	24,485.00	24,485.00	871.97	3,614.03	19,999.00

State Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-218-100-xxx	87100	Total Preschool Education Aid	698,445.00	0.00	698,445.00	374,917.97	319,109.36	4,417.67
20-xxx-xxx-xxx		Total State Projects	698,445.00	0.00	698,445.00	374,917.97	319,109.36	4,417.67

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	0.00	93,169.00	93,169.00	39,057.29	39,191.71	14,920.00
20-xxx-xxx-xxx	88520	Title II	0.00	10,096.00	10,096.00	4,390.00	450.00	5,256.00
20-xxx-xxx-xxx	88540	Title III	0.00	19,129.00	19,129.00	4,785.76	7,926.03	6,417.21
20-xxx-xxx-xxx	88560	Title IV	0.00	10,000.00	10,000.00	1,900.00	5,700.00	2,400.00
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	0.00	129,175.73	129,175.73	56,202.92	50,769.81	22,203.00
-		Additional Federal Grants	0.00	230,246.90	230,246.90	230,246.90	0.00	0.00
20-xxx-xxx-xxx		Total Federal Projects	0.00	491,816.63	491,816.63	336,582.87	104,037.55	51,196.21
		Total Special Revenue Fund	698,445.00	516,301.63	1,214,746.63	712,372.81	426,760.94	75,612.88

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Transfers from Other Funds							
20-5200	835	Transfers from Operating Budget- Preschool	93,126.00	0.00	93,126.00	93,126.00	0.00
20-52xx	835,836	Total Transfers from Other Funds	93,126.00	0.00	93,126.00	93,126.00	0.00
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	0.00	24,485.00	24,485.00	24,485.00	0.00
20-1xxx	745	Total Local Sources	0.00	24,485.00	24,485.00	24,485.00	0.00
- State Sources							
20-3218	760	Preschool Education Aid	605,319.00	0.00	605,319.00	605,319.00	0.00
20-3xxx	770	Total from State Sources	605,319.00	0.00	605,319.00	605,319.00	0.00
- Federal Sources							
20-4411- 4414	775	Title I	0.00	93,169.00	93,169.00	39,056.60	54,112.40
20-4451- 4455	780	Title II	0.00	10,096.00	10,096.00	4,390.00	5,706.00
20-4491- 4494	785	Title III	0.00	19,129.00	19,129.00	4,194.00	14,935.00
20-4471- 4474	790	Title IV	0.00	10,000.00	10,000.00	1,900.00	8,100.00
20-4420- 4429	805	I.D.E.A. Part B (Handicapped)	0.00	129,175.73	129,175.73	55,651.38	73,524.35
20-4542	807	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	25,378.26	25,378.26	25,378.26	0.00
20-4540	814	ARP ESSER	0.00	204,868.64	204,868.64	204,868.64	0.00
20-4xxx	830	Total from Federal Sources	0.00	491,816.63	491,816.63	335,438.88	156,377.75
-		Total Revenues/Sources of Funds	698,445.00	516,301.63	1,214,746.63	1,058,368.88	156,377.75

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- Local Projects								
-- Local Projects								
20-xxx-xxx-xxx	84100	Local Projects	0.00	24,485.00	24,485.00	871.97	3,614.03	19,999.00
20-xxx-xxx-xxx	84100		0.00	24,485.00	24,485.00	871.97	3,614.03	19,999.00
	-	Total Local Projects	0.00	24,485.00	24,485.00	871.97	3,614.03	19,999.00
- State Projects								
-- Preschool Education Aid								
--- PEA Instruction								
20-218-100-101	85000	Salaries of Teachers	266,131.00	0.00	266,131.00	130,929.50	135,201.50	0.00
20-218-100-106	85020	Other Salaries for Instruction	129,686.00	0.00	129,686.00	64,842.75	64,843.25	0.00
20-218-100-600	85080	General Supplies	5,528.00	0.00	5,528.00	4,898.95	128.33	500.72
20-218-100-800	85100	Other Objects	8,972.00	0.00	8,972.00	5,647.46	0.00	3,324.54
20-218-100-xxx	85120	Total Preschool Education Aid	410,317.00	0.00	410,317.00	206,318.66	200,173.08	3,825.26
--- PEA - Support Services								
20-218-200-102	86000	Salaries of Supervisors of Instruction	57,000.00	0.00	57,000.00	33,250.00	23,750.00	0.00
20-218-200-104	86040	Salaries of Other Professional Staff	26,402.00	0.00	26,402.00	26,402.00	0.00	0.00
20-218-200-173	86100	Salaries of Community Parent Involvement Specialist	7,125.00	0.00	7,125.00	3,562.50	3,562.50	0.00
20-218-200-176	86120	Salaries of Master Teachers	25,209.00	0.00	25,209.00	875.82	24,333.18	0.00
20-218-200-200	86140	Personal Services - Employee Benefits	156,892.00	0.00	156,892.00	104,508.99	52,383.01	0.00
20-218-200-330	86220	Other Purchased Professional Services	15,500.00	0.00	15,500.00	0.00	14,907.59	592.41
20-218-200-xxx	86380	Total PEA - Support Services	288,128.00	0.00	288,128.00	168,599.31	118,936.28	592.41
20-218-xxx-xxx	87100	Total Preschool Education Aid	698,445.00	0.00	698,445.00	374,917.97	319,109.36	4,417.67
20-218-xxx-xxx	88200	Total State Projects	698,445.00	0.00	698,445.00	374,917.97	319,109.36	4,417.67
- Federal Projects								
-- Title I								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	0.00	74,334.00	74,334.00	37,104.50	37,229.50	0.00
20-xxx-100-600	88484	Instructional Supplies- Instruction	0.00	100.00	100.00	0.00	0.00	100.00
20-xxx-200-200	88491	Benefits	0.00	18,735.00	18,735.00	1,952.79	1,962.21	14,820.00
20-xxx-xxx-xxx	88500	Total Title I	0.00	93,169.00	93,169.00	39,057.29	39,191.71	14,920.00
-- Title II								
20-xxx-200-300	88512	Professional Tech Services- Support	0.00	3,800.00	3,800.00	3,800.00	0.00	0.00
20-xxx-200-500	88514	Other Purchased Services - Support	0.00	6,296.00	6,296.00	590.00	450.00	5,256.00
20-xxx-xxx-xxx	88520	Total Title II	0.00	10,096.00	10,096.00	4,390.00	450.00	5,256.00
-- Title III								
20-xxx-100-101	88521	Salaries- Instruction- Salaries of Teacher	0.00	5,843.00	5,843.00	2,921.50	2,921.50	0.00
20-xxx-100-600	88525	Instructional Supplies- Instruction	0.00	8,295.00	8,295.00	1,793.66	4,124.13	2,377.21
20-xxx-200-200	88531	Benefits	0.00	3,740.00	3,740.00	0.00	0.00	3,740.00
20-xxx-200-500	88534	Other Purchased Services - Support	0.00	300.00	300.00	0.00	0.00	300.00
20-xxx-200-600	88535	Supplies and Materials-Support	0.00	951.00	951.00	70.60	880.40	0.00
20-xxx-xxx-xxx	88540	Total Title III	0.00	19,129.00	19,129.00	4,785.76	7,926.03	6,417.21
-- Title IV								
20-xxx-200-300	88552	Professional Tech Services- Support	0.00	10,000.00	10,000.00	1,900.00	5,700.00	2,400.00
20-xxx-xxx-xxx	88560	Total Title IV	0.00	10,000.00	10,000.00	1,900.00	5,700.00	2,400.00
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-101	88601	Salaries- Instruction- Salaries of Teacher	0.00	34,691.00	34,691.00	17,345.50	17,345.50	0.00
20-xxx-100-110	88602	Salaries- Other Salaries	0.00	57,638.00	57,638.00	28,819.00	28,819.00	0.00
20-xxx-100-600	88607	Instructional Supplies- Instruction	0.00	6,223.73	6,223.73	6,223.73	0.00	0.00
20-xxx-200-200	88611	Benefits	0.00	26,613.00	26,613.00	2,204.69	2,205.31	22,203.00
20-xxx-200-300	88612	Professional Tech Services- Support	0.00	4,010.00	4,010.00	1,610.00	2,400.00	0.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88620	Total I.D.E.A. Part B (Handicapped)	0.00	129,175.73	129,175.73	56,202.92	50,769.81	22,203.00
-- Additional Federal Grants								
20-487-xxx-xxx	88713	ARP ESSER Grant Program	0.00	204,868.64	204,868.64	204,868.64	0.00	0.00
20-489-xxx-xxx	88715	ARP ESSER Subgrant Evidence- Based Summer Learning and Enrichment Activities Grant	0.00	25,378.26	25,378.26	25,378.26	0.00	0.00
20-xxx-xxx-xxx	-	Total Additional Federal Grants	0.00	230,246.90	230,246.90	230,246.90	0.00	0.00
20-xxx-xxx-xxx	88740	Total Federal Projects	0.00	491,816.63	491,816.63	336,582.87	104,037.55	51,196.21
	88760	Total Special Revenue Fund	698,445.00	516,301.63	1,214,746.63	712,372.81	426,760.94	75,612.88

David T.
2/3/25

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 30 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
	Accounts Receivable:		
	Loans Receivable:		

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	0.00	
302	Less Revenues	0.00	0.00
			0.00
Total Assets and Resources:			0.00

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
	Unappropriated:				
	Total Fund Balance			0.00	
					0.00
Total Liabilities and Fund Equity:					0.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
	<u>.00</u>	<u>.00</u>	<u>.00</u>

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date**
For the seven month period ending 01/31/2025

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
	-	Total Revenues/Sources Of Funds	0.00	0.00	0.00	0.00		0.00

Total Capital Projects Fund Expenditures

Total Capital Projects Fund Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
---	-------------	-------------	-------------	-------------	-------------	-------------	-------------

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
-		Total Revenues/Sources of Funds	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 30 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
	84060	Total Capital Projects Fund Expenditures	0.00	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 40 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		9.57
	Accounts Receivable:		
	Loans Receivable:		
			9.57

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	0.00	
302	Less Revenues	0.00	0.00
			0.00
Total Assets and Resources:			<u>9.57</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
	Reserve Fund Balance:				
	Appropriations				
	Total Appropriated			0.00	
	Unappropriated				
770	Unassigned Fund Balance			9.57	
					9.57
Total Liabilities and Fund Equity:					<u>9.57</u>

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
	<u>.00</u>	<u>.00</u>	<u>.00</u>

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues								
Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
	-	Total Revenues	0.00	0.00	0.00	0.00		0.00
Expenditures								
		Total Debt Service Fund Expenditures	0.00	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
	-	Total Revenues	0.00	0.00	0.00	0.00	0.00
Expenditures							
	-	Total Debt Service Fund Expenditures	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education**

**Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
	-	Total Debt Service Fund Expenditures	0.00	0.00	0.00	0.00	0.00	0.00



School Business Administrator Signature



Date

REPORT OF THE TREASURER TO THE BRADLEY BEACH BOARD OF EDUCATION
FOR THE MONTH ENDING

01/31/2025

PAGE 1 OF 6

FUNDS	CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	ENDING CASH BALANCE(1+2-3)
GENERAL FUND--FUND 10	\$1,753,276.39	\$717,062.08	\$647,748.08	\$1,822,590.39
SPECIAL REVENUE FUND--FUND 20	\$30,639.45	\$96,933.00	\$84,233.84	\$43,338.61
CAPITAL PROJECTS FUND--FUND 30	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE FUND--FUND 40	\$9.57	\$0.00	\$0.00	\$9.57
TOTAL GOVERNMENTAL FUNDS	\$1,783,925.41	\$813,995.08	\$731,981.92	\$1,865,938.57
ENTERPRISE FUND--FUND 5X	\$23,520.82	\$13,099.41	\$11,813.88	\$24,806.35
PAYROLL	\$67.22	\$230,772.58	\$230,765.03	\$74.77
PAYROLL AGENCY	\$83,621.17	\$192,684.23	\$141,335.14	\$134,970.26
UNEMPLOYMENT TRUST	\$43,249.38	\$775.37	\$19,280.00	\$24,744.75
TOTAL TRUST & AGENCY FUNDS	\$126,937.77	\$424,232.18	\$391,380.17	\$159,789.78
TOTAL ALL FUNDS	\$1,934,384.00	\$1,251,326.67	\$1,135,175.97	\$2,050,534.70

PREPARED & SUBMITTED BY

 2/13/2025
TREASURER OF SCHOOL MONIES DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT

BANK: BANK OF AMERICA

ACCOUNT #726-0100062

STATEMENT DATE: 1/31/25

BALANCE PER BANK

\$2,133,496.25

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
REIMBURSEMENT DUE FOR		\$0.00
		\$0.00
		\$0.00

TOTAL DEPOSITS IN TRANSIT \$0.00

DEDUCTIONS: OUTSTANDING CHECKS	AMOUNT
	\$267,557.66
OTHER	\$0.00
	\$0.02
TOTAL DEDUCTIONS	\$267,557.68

NET RECONCILING ITEMS	(\$267,557.68)
ADJUSTED BALANCE PER BANK	\$1,865,938.57

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF	_____	_____
BANK OF AMERICA CERTIFICATES OF DEPOSIT:	_____	\$0.00

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL/AGENCY

BANK: BANK OF AMERICA

ACCOUNT #726-0102200

STATEMENT DATE: 01/31/2025

BALANCE PER BANK

\$140,484.82

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
TOTAL DEPOSITS IN TRANSIT		\$0.00

DEDUCTIONS: OUTSTANDING CHECKS	AMOUNT
	\$5,514.56
OTHER	\$0.00
TOTAL DEDUCTIONS	\$5,514.56

NET RECONCILING ITEMS	(\$5,514.56)
ADJUSTED BALANCE PER BANK	\$134,970.26

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF	_____	_____
--	-------	-------

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL ACCOUNT

BANK: BANK OF AMERICA

ACCOUNT #726-0100089

STATEMENT DATE: 01/31/2025

BALANCE PER BANK

\$2,469.25

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
TOTAL DEPOSITS IN TRANSIT		\$0.00
		AMOUNT
DEDUCTIONS: OUTSTANDING CHECKS		\$2,394.48
OTHER		\$0.00
TOTAL DEDUCTIONS		\$2,394.48

NET RECONCILING ITEMS	(\$2,394.48)
ADJUSTED BALANCE PER BANK	\$74.77

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF _____

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--UNEMPLOYMENT INSURANCE

BANK: BANK OF AMERICA

ACCOUNT #726-0101875

STATEMENT DATE: 01/31/2025

BALANCE PER BANK

\$24,744.75

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
TOTAL DEPOSITS IN TRANSIT		\$0.00
		AMOUNT
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00
OTHER		\$0.00
TOTAL DEDUCTIONS		\$0.00

NET RECONCILING ITEMS	\$0.00
ADJUSTED BALANCE PER BANK	\$24,744.75

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED _____

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES _____

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

ADJUSTED BOARD SECRETARY'S BALANCE AS OF _____

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CAFETERIA ACCT.
 BANK: BANK OF AMERICA
 ACCOUNT #726-0101344

STATEMENT DATE: 01/31/2025

BALANCE PER BANK

\$36,620.23

ADDITIONS: DEPOSITS IN TRANSIT DATE AMOUNT

\$0.00

\$0.00

\$0.00

TOTAL DEPOSITS IN TRANSIT

\$0.00

AMOUNT

DEDUCTIONS: OUTSTANDING CHECKS

\$0.00

Check number 1999

\$11,813.88

OTHER

\$0.00

TOTAL DEDUCTIONS

\$11,813.88

NET RECONCILING ITEMS

(\$11,813.88)

ADJUSTED BALANCE PER BANK

\$24,806.35

BALANCE PER BOARD SECRETARY'S RECORDS AS OF _____

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED

OTHER (EXPLAIN) _____

TOTAL ADDITIONS _____

DEDUCTIONS

BANK CHARGES

OTHER (EXPLAIN) _____

TOTAL DEDUCTIONS _____

NET RECONCILING ITEMS _____

OUTSTANDING CHECKS AS OF 01/31/2025

SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37534	\$271.00		
37589	\$271.03		
37592	\$1,852.45		

GRAND TOTAL, SALARY ACCOUNT

\$2,394.48

OUTSTANDING CHECKS AS OF 01/31/2025
CASH ACCOUNT #726-0100062

PAGE 6 OF 6

CHECK #	AMOUNT	CHECK #	AMOUNT
22437	\$1,850.00		
22463	\$890.00		
22479	\$582.50		
22534	\$463.78		
22540	\$62,710.94		
22646	\$5,600.00		
22709	\$33.10		
22730	\$4,800.00		
22743	\$90.00		
22745	\$50.00		
22746	\$1,988.00		
22748	\$1,052.10		
22750	\$625.00		
22751	\$1,415.00		
22752	\$200.00		
22753	\$173.71		
22755	\$104,693.24		
22756	\$4,354.14		
22758	\$1,178.19		
22760	\$1,755.00		
22761	\$200.00		
22764	\$7,210.00		
22767	\$730.44		
22768	\$4,945.96		
22769	\$2,486.57		
22770	\$202.80		
22771	\$163.76		
22772	\$53.00		
22773	\$323.91		
22774	\$63.77		
22775	\$47,175.10		
22776	\$563.75		
22777	\$320.51		
22779	\$180.00		
22778	\$208.00		
22780	\$155.39		
22782	\$373.22		
22783	\$2,000.00		
22784	\$780.00		
22785	\$2,660.00		
22790	\$506.54		
22791	\$1,750.24		

OUTSTANDING CHECKS AS OF 01/31/2025
PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT
7606	\$394.34		
7604	\$130.74		
7605	\$4,989.48		

Bradley Beach Board of Education
Account Maintenance Report
Appropriation Adjustments and Transfers for 2024-25 01/31/2025 - 01/31/2025

[Adjustment] Tx: 31895 to record January 2025 Transfers

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
1/31/2025	11	11-000-100-566-00	Tuition private school for disabled w/i state	Adjustment	95,134.00	-3,070.00	92,064.00
1/31/2025	11	11-000-217-100-01	Sub Salaries	Adjustment	3,500.00	3,070.00	6,570.00
1/31/2025	11	11-000-261-420-00	Cleaning Repair Maintenance	Adjustment	126,000.00	-2,000.00	124,000.00
1/31/2025	11	11-000-261-420-00	Cleaning Repair Maintenance	Adjustment	124,000.00	-2,000.00	122,000.00
1/31/2025	11	11-000-261-800-00	Other objects	Adjustment	38,937.00	2,000.00	40,937.00
1/31/2025	11	11-000-262-610-00	General Supplies	Adjustment	10,000.00	2,000.00	12,000.00
1/31/2025	11	11-000-291-241-00	PERS Liability	Adjustment	106,377.00	-3,000.00	103,377.00
1/31/2025	11	11-000-291-280-00	Tuition Reimbursement	Adjustment	9,000.00	3,000.00	12,000.00
1/31/2025	11	11-130-100-101-00	Salaries Teachers Grades 6-8	Adjustment	849,225.00	-6,000.00	843,225.00
1/31/2025	11	11-130-100-101-01	Sub Salary	Adjustment	9,000.00	6,000.00	15,000.00
							.00

Bradley Beach Board of Education

Bills and Claims

Batch 25-0180 Feb. Board Meeting (2/1/2025)
 , Batch 25-0196 NSLP December 2025 (2/6/2025)
 , Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
 , Batch 25-0198 Supplemental Bill's List (2/1/2025)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
A.A. Physical Therapy Services LLC	20-250-200-320-00	2006	PO-25-000223	Service Inv: JAN	25-0180	22793	550.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-25-000054	Service Inv: 610359	25-0180	22794	550.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-25-000054	Service Inv: 606925	25-0180	22794	70.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-25-000080	Service Inv: 607423	25-0180	22794	25.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-25-000080	Service Inv: 610833	25-0180	22794	10.00
Asbury Park Press	11-000-230-590-00	1003	PO-25-000344	Service Inv: 10951426	25-0180	22795	175.00
Bradley Beach BOE	12-000-400-896-00	BBSDA	PO-25-000128	Service Inv: FEB.	25-0180	22796	66.68
Bradley Beach BOE	10-402	BBSFAC	PO-25-000367	Service	25-0196	No Check	2,166.20
Bradley Beach Payroll	11-000-291-241-00	16	PO-25-000332	Service	25-0197	No Check	9,581.50
Brightly Software, Inc.	11-000-261-800-00	BRIGHT LY	PO-25-000363	Service Inv: 259489	25-0180	22797	99,828.00
Carly Peppe	11-000-270-503-00	PEPPE	PO-25-000384	Service	25-0180	22798	3,316.28
Christian Monterrosa	11-000-230-585-01	147	PO-25-000377	Service	25-0180	22799	1,765.50
Christian Monterrosa	11-000-223-580-00	147	PO-25-000378	Service	25-0180	22799	5.07
Christopher Hopf	11-000-270-503-00	150	PO-25-000387	Service	25-0180	22800	51.51
Deal Board of Education	11-000-223-580-00	148	PO-25-000379	Service Inv: PD 02/14/25	25-0180	22801	56.58
DI Cara Rubino Architects	11-000-230-334-00	DICARA	PO-25-000129	Service Inv: 0012760	25-0180	22802	588.50
DI Cara Rubino Architects	11-000-230-334-00	DICARA	PO-25-000362	Service Inv: 0012760	25-0180	22802	625.00
Everyday Speech LLC.	11-000-216-600-00	EVE	PO-25-000252	Service Inv: 159696	25-0180	22803	625.00
							153.90
							499.00

Bradley Beach Board of Education
Bills and Claims
Batch 25-0180 Feb. Board Meeting (2/1/2025)
, Batch 25-0196 NSLP December 2025 (2/6/2025)
, Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
, Batch 25-0198 Supplemental Bill's List (2/1/2025)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
First Student/Laidlaw Bus Company	20-001-100-500-00	1880	PO-25-000358	Service Inv: 12018853	25-0180	22804	499.00 200.00
Generation Genius Inc.	11-190-100-610-00	GEN	PO-25-000338	Service Inv: GG254421-R4	25-0180	22805	200.00 125.00
Grainger	11-000-262-610-00	GRAING	PO-25-000352	Supplies	25-0180	22806	125.00 1,092.58
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	1,092.58 3,902.31
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	2,803.98
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	7,804.62
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	21,466.76
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	HORIZO	PO-25-000060	Service	25-0180	22807	15,004.52
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	HORIZO	PO-25-000060	Service Inv: FEBRUARY 2025	25-0180	22807	1,133.86
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	32,498.50
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	9,841.71
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-214-100-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	.00
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-000-222-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	HORIZO	PO-25-000060	Service	25-0180	22807	4,227.85
Horizon Blue Cross/Blue Shield	11-000-217-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	102,824.44 109.12
Horizon Blue Cross/Blue Shield	11-000-218-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	54.56

**Bradley Beach Board of Education
Bills and Claims
Batch 25-0180 Feb. Board Meeting (2/1/2025)
Batch 25-0196 NSLP December 2025 (2/6/2025)
Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
Batch 25-0198 Supplemental Bill's List (2/1/2025)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Horizon Blue Cross/Blue Shield	11-000-222-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	54.56
Horizon Blue Cross/Blue Shield	11-000-262-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	163.68
Horizon Blue Cross/Blue Shield	11-000-291-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	458.24
Horizon Blue Cross/Blue Shield	11-110-100-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	54.56
Horizon Blue Cross/Blue Shield	11-120-100-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	1,309.63
Horizon Blue Cross/Blue Shield	11-000-219-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	305.56
Horizon Blue Cross/Blue Shield	11-130-100-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	905.75
Horizon Blue Cross/Blue Shield	11-214-100-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	.00
Horizon Blue Cross/Blue Shield	11-240-100-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	.00
Horizon Blue Cross/Blue Shield	20-218-200-200-00	DENTA L	PO-25-000061	Service	25-0180	22808	567.46
Horizon Blue Cross/Blue Shield	11-000-211-270-00	DENTA L	PO-25-000061	Service Inv: FEBRUARY 25	25-0180	22808	54.56
Horizon Blue Cross/Blue Shield	11-000-213-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	54.56
Horizon Blue Cross/Blue Shield	11-000-216-270-00	DENTA L	PO-25-000061	Service	25-0180	22808	152.78
Jenkinson's Aquarium	11-190-100-500-00	117	PO-25-000346	Service Inv: 25-254	25-0198	22792	4,245.02 448.00
Jenkinson's Aquarium	11-190-100-500-00	117	PO-25-000347	Service Inv: 25-351	25-0180	22809	456.00
Jenkinson's Aquarium	11-190-100-500-00	117	PO-25-000347	Service	25-0180	22809	.00
Jennifer DiZefalo	11-000-223-580-00	JENNIF	PO-25-000380	Service	25-0180	22810	904.00 65.00
Jersey Central Power & Light	11-000-262-622-00	3021	PO-25-000183	Service Inv: 12/21 - 01/21	25-0180	22811	3,274.62
Katie Doeler	11-000-270-503-00	113	25-000385	Service	25-0180	22812	3,274.62 588.50
Kenney, Gross, Kovats & Parton	11-000-230-331-00	000002	PO-25-000368	Service Inv: NOV.	25-0180	22813	588.50 3,152.50
Kirsty Sucato	11-190-100-610-00	KI	PO-25-000364	Service	25-0180	22814	3,152.50 115.00

Bradley Beach Board of Education

Bills and Claims

Batch 25-0180 Feb. Board Meeting (2/1/2025)
 , Batch 25-0196 NSLP December 2025 (2/6/2025)
 , Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
 , Batch 25-0198 Supplemental Bill's List (2/1/2025)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Lexia	11-190-100-610-00	LEX	PO-25-000307	Service Inv: 8451844	25-0180	22815	115.00 66.87
Maclearie Printing	11-000-230-610-00	MACLE A	PO-25-000371	Supplies Inv: 00053898	25-0180	22816	66.87 480.00
Maclearie Printing	11-000-230-610-00	MACLE A	PO-25-000372	Supplies Inv: 00054900	25-0180	22816	161.00
Maschio Food Service	11-000-261-800-00	MASCH I	PO-25-000388	Service	25-0180	22817	641.00 1,344.00
Monmouth County Vocational School District	11-000-100-563-00	1296	PO-25-000274	Services Inv: JAN	25-0180	22818	1,344.00 6,267.93
Monmouth County Vocational School District	11-000-100-564-00	1296	PO-25-000274	Services Inv: JAN	25-0180	22818	1,310.80
Municipal Capital Finance	11-190-100-800-00-CP	MCF	PO-25-000049	Service Inv: 232809	25-0180	22819	7,578.73 210.75
Neptune Township Board of Education	11-000-100-561-00	1261	PO-25-000272	Services Inv: JAN	25-0180	22820	210.75 64,262.20
Neptune Township Board of Education	11-000-100-562-00	1261	PO-25-000272	Services	25-0180	22820	21,432.18
Neptune Township Board of Education	11-000-270-513-00	1261	PO-25-000389	Service	25-0180	22820	14,099.70
Neptune Township Board of Education	11-000-270-515-00	1261	PO-25-000389	Service	25-0180	22820	2,662.98 102,457.06
New Jersey American Water	11-000-262-490-01	1206	PO-25-000179	Service Inv: JAN	25-0180	22821	751.31
New Jersey Natural Gas	11-000-262-621-00	NJNG	PO-25-000180	Service Inv: 12/04-01/14	25-0180	22822	751.31 9,851.18
Nichole Covert	11-401-100-600-00	20	PO-25-000370	Supplies	25-0180	22823	9,851.18 232.50
NJASA	11-000-223-580-00	55	PO-25-000263	Service Inv: 6883	25-0180	22824	232.50 590.00
NJTESOL/NJBE, Inc.	20-270-200-580-00	112	PO-25-000319	Service Inv: SC25-126	25-0180	22825	590.00 450.00
Red Bank Regional High School	11-000-100-561-00	1196	PO-25-000273	Services Inv: FEB.	25-0180	22826	450.00 39,882.00
Red Bank Regional High School	11-000-100-562-00	1196	PO-25-000273	Services	25-0180	22826	2,147.50

Bradley Beach Board of Education

Bills and Claims

Batch 25-0180 Feb. Board Meeting (2/1/2025)
 , Batch 25-0196 NSLP December 2025 (2/6/2025)
 , Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
 , Batch 25-0198 Supplemental Bill's List (2/1/2025)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Red Bank Regional High School	11-000-270-513-00	1196	PO-25-000303	Service	25-0180	22826	3,001.60
Red Bank Regional High School	11-000-270-515-00	1196	PO-25-000303	Service Inv: FEB	25-0180	22826	2,144.00
Restaurant Equipment Service Technicians	11-000-261-420-00	137	PO-25-000359	Service Inv: 1986	25-0180	22827	47,175.10
							305.00
Synergy Rehab LLC	11-000-216-320-00	SYN	PO-25-000226	Service Inv: JAN	25-0180	22828	4,797.50
Taylor Hardware	11-000-261-610-00	1370	PO-25-000360	Supplies	25-0180	22829	19.96
Verizon	11-000-230-530-01	VER	PO-25-000177	Service Inv: 12/24-01/23	25-0180	22830	152.06
Wind River Environmental,LLC.	11-000-261-420-00	WIND	PO-25-000187	Service Inv: 6760600	25-0180	22831	152.06
							255.28
Xtel Communications	11-190-100-800-00-CP	530	PO-25-000079	Service Inv: 38614	25-0180	22832	255.28
							1,750.62
							1,750.62

Bradley Beach Board of Education

Bills and Claims

Batch 25-0180 Feb. Board Meeting (2/1/2025)
 , Batch 25-0196 NSLP December 2025 (2/6/2025)
 , Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
 , Batch 25-0198 Supplemental Bill's List (2/1/2025)

Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by the Finance Committee, and when funds are available.

Fund	Program	Purchase Orders	Current	Prior Year	Total
10 General Fund		1	9,581.50		9,581.50
	Fund total:		9,581.50		9,581.50
11 General Current Expense	000 Undistributed Expenditures	59	325,047.99		325,047.99
11 General Current Expense	110 Regular Programs - Kindergarten	2	1,434.67		1,434.67
11 General Current Expense	120 Regular Programs - Grades 1-5	2	33,808.13		33,808.13
11 General Current Expense	130 Regular Programs - Grades 6-8	2	22,372.51		22,372.51
11 General Current Expense	190 Regular Programs - Undistributed	8	3,172.24		3,172.24
11 General Current Expense	214 Special Education - Autism	2	.00		.00
11 General Current Expense	240 Bilingual Education - Instruction	2	.00		.00
11 General Current Expense	401 School - Sponsored Co-curricular and Extra-curricular Activities	1	232.50		232.50
	Fund total:		386,068.04		386,068.04
12 Capital Outlay	000 Undistributed Expenditures	1	2,166.20		2,166.20
	Fund total:		2,166.20		2,166.20
20 Special Revenue Fund	001 Other Local Projects	1	200.00		200.00
20 Special Revenue Fund	218 Preschool Education	2	15,571.98		15,571.98
20 Special Revenue Fund	250 IDEA Part B	1	550.00		550.00
20 Special Revenue Fund	270 ESSA Title IIA / IID	1	450.00		450.00
	Fund total:		16,771.98		16,771.98
	Grand totals:	85	414,587.72		414,587.72

Bradley Beach Board of Education
Bills and Claims
Batch 25-0180 Feb. Board Meeting (2/1/2025)
, Batch 25-0196 NSLP December 2025 (2/6/2025)
, Batch 25-0197 PERS Annual Pension Payment (2/6/2025)
, Batch 25-0198 Supplemental Bill's List (2/1/2025)


Business Administrator


2/18/25

Cafeteria Bill List				02/18/25			
Vendor	Amount	Check #	Invoice	Purchase Order#			
Maschio Food Service	17,887.92	2000	Jan-25	25-00005A			
Total Bill List	17,887.92						