

**BRADLEY BEACH BOARD OF EDUCATION**

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

**A G E N D A**

**Regular Meeting  
October 15, 2024**

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

- October Workshop Meeting Agenda
- Presentation of certificate of Recognition for NJ Safe Routes to School Program
- Summer ESY and Summer Jumpsart Presentation
- Presentation of 2024-25 NJSLA and ACCESS Scores

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

XIII. Regular Meeting

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XIV. Approval of Minutes

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Confidential Executive Session (Second) – June 24, 2024  
Regular Meeting – September 17, 2024  
Confidential Executive Session – September 17, 2024

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 approve the following personnel for stipend positions for the 2024/2025 school year as agreed in the BBEA Collective Bargaining Agreement, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

Position	Staff Member(s)	Payment
Girls Basketball	Mr. P. Mulligan	\$3,834
Drama Club	Ms. N. Covert	\$1,498.50
(split stipend)	Ms. M. Vitale	\$1,498.50

2. 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
Ms. A. Fox Ms. C. Hammell	11-22-24	Association of Mathematics Teachers of New Jersey Fall Conference (Grades 6-12)	Brookdale Community College	\$219
Ms. N Cohen-Perez	10-25-24	Association of Mathematics Teachers of New Jersey Fall Conference (Grades Prek-5)	Brookdale Community College	\$295
Ms. A Roth	11-1-24	Practical Early Intervention Strategies that Work	Virtual	\$295

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3. Resolved: That the Board approve the appointment of the following substitute teacher for the 2024/2025 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Mr. Alex Glushe
- Ms. Abeer Saleh
- Ms. Angeles Rios

4. Resolved: That the Board approve the appointment of the following substitute secretary for the 2024/2025 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms. Angeles Rios

5. Resolved: That the Board approve the Washington DC Trip Chaperones 2024/2025 school year, at a rate of \$150 for each of the two nights for a total of \$300, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

Position	Staff Member(s)
Chaperone	Ms. Jeanne Acerra
Chaperone	Mr. Kevin Cosgrove
Chaperone - Aide	Ms. Nicole Covert
Chaperone - Nurse	Ms. Mary Carlsson

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. Curriculum – The superintendent recommends:

1. Resolved: The Board approve the Anti-Bullying Bill of Rights School Self-Assessment for the 2023/24 School Year. (Attachment VI-B.1)

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

Course	Grade Level
Science	K-8
Social Studies	5-8

3. Resolved: That the Board approve the submission of the application for the Sustainable Jersey Grant.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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C. Policy – The superintendent recommends:

1. Resolved: That the Board approve the following Policies and Regulations for a second read, adoption and/or abolishment. (Attachment XV-C.1)

Policy/Regulation Number	Policy/Regulation Title
P 0141.1	Board Member Number and Term – Sending District (Revised)
P 0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
P 2200	Curriculum Content (M) (Revised)
P & R 3160	Physical Examination (M) (Revised)
P & R 4160	Physical Examination (M) (Revised)
R 5200	Attendance (M) (Revised)
P 5337	Service Animals (Revised)
P 5350	Student Suicide Prevention (M) (Revised)
P 7231	Gifts From Vendors (M) (Abolished)
P 8420	Emergency and Crisis Situations (M) (Revised)
P & R 8467	Firearms and Weapons (M) (Revised)
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

D. Students – The superintendent recommends:

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

Date	Grade	Location	Cost	Bus
10/16/2024	Preschool	Allaire Community Farm	Admission \$432 Bus \$175	Not to exceed \$607

2. Resolved: That the Board affirms the Bradley Beach Elementary School Bullying Specialist's Harassment, Intimidation, and Bullying report for the month of September with 0 investigations and no findings of HIB.

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3. Resolved: That the Board approve the following tuition contracts for the 2024/2025 school year: [B]

ID No.	School	Location	Start Date	Annual Tuition Rate
62 full time students	Neptune H.S.	Neptune NJ	9-1-24	\$16,700.40 per student
2 share time students	Neptune H.S.	Neptune NJ	9-1-24	\$ 8,350.20 per student
24 full time students	Red Bank Regional H.S.	Red Bank, NJ	9-1-24	\$17,340.00 per student
1 Full time student (resource room)	Red Bank Regional H.S.	Red Bank, NJ	9-1-24	\$21,475.00 per student
1 full time students	ALPS	Long Branch, NJ	9-1-24	\$ 7,374.00 per student
3 full time students	BTHS	Freehold, NJ	9-1-24	\$ 7,374.00 per student
2 full time students	CHS	Wall, NJ	9-1-24	\$ 7,374.00 per student
2 full time students	HTHS	Lincroft, NJ	9-1-24	\$ 7,374.00 per student
4 share time students	Career Center	Freehold, NJ	9-1-23	\$ 6,554.00 per student

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 September 30, 2024 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 September amounts:

September 13, 2024 \$212,183.45  
September 30, 2024 \$206,226.03

A. The Superintendent Recommends the Approval of Attendance at NJSBA 2024 Workshop and Exhibition October 21<sup>st</sup> – 24<sup>th</sup>, 2024

Resolved: That the Board approve the attendance of the following board members and administrators to the annual New Jersey School Boards Association Conference, which

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will be held October 21<sup>st</sup> – 24<sup>th</sup>, 2024 at the Atlantic City Convention Center, Atlantic City, NJ, at a total travel cost not to exceed \$6,756. [B]

Name	Registration Amount	Travel: Hotel (Not to Exceed)	Travel: Meals & Incidentals per GSA Rates (Not to Exceed)	Travel: Mileage per State OMB .47 rate (Not to Exceed)	Travel: Tolls/Parking Receipts Needed (Not to Exceed)
Roseann Caruso Walker	\$ 157.14	\$0.00	\$0.00	\$ 220.00	\$ 60.00
April Davis	157.14	0.00	0.00	220.00	60.00
Bridget Devane	157.14	0.00	0.00	220.00	60.00
Liza Flynn	157.14	0.00	0.00	220.00	60.00
Elizabeth Franks	157.14	0.00	0.00	220.00	60.00
Felicia Sacci	157.14	0.00	0.00	220.00	60.00
Cortney Walleston	157.14	0.00	0.00	220.00	60.00
Katelyn Saldutti	157.14	110.00	102.00	220.00	60.00
Noelle Weinberg	157.14	0.00	0.00	220.00	60.00
Ashley Fox	157.14	0.00	0.00	220.00	60.00
Heather Sauer	157.14	0.00	0.00	220.00	60.00
Marissa Vitale	157.14	0.00	0.00	220.00	60.00
Michael Heidelberg	157.14	110.00	102.00	220.00	60.00
David Tonzola	157.18	110.00	102.00	220.00	60.00
<b>Total</b>	<b>\$2,200.00</b>	<b>\$330.00</b>	<b>\$306.00</b>	<b>\$3,080.00</b>	<b>\$840.00</b>

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. The Superintendent Recommends the Approval of Revised Three-Year Comprehensive Maintenance Plan

Resolved: That the Board approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to have three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the school facilities of the Bradley Beach Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities safe for use or in their original condition and keep their system warranties valid, and

NOW, THEREFORE, BE IT RESOLVED that the Bradley Beach Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Three-Year Comprehensive Maintenance Plan for the Bradley Beach Board of Education in compliance with Department of Education requirements. Said plan is on file for public inspection in the Office of the Business Administrator/Board Secretary. (Attachment XVI-B)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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C. The Superintendent Recommends the Approval of Annual Required Maintenance Budget Amount – Form M-1

Resolved: That the Board approve Form M-1, Annual Maintenance Budget Amount Worksheet, required per N.J.A.C. 6:24. (Attachment XVI-C)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

D. The Superintendent Recommends the Approval of the Submission of the NJDOE Health and Safety Evaluation of School Buildings' Checklist

Resolved: That the Board approve the submission of the NJDOE Health and Safety Evaluation of School Buildings' Checklist for the 2024/2025 school year.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

E. The Superintendent Recommends the Approval of the Acceptance FY 2024 Elementary and Secondary Education (ESEA) Formula Grant Carry-Over Funds

Resolved: That the Board approve the acceptance of the FY 2024 ESEA Carry-Over funds in the following amounts:

Program Name	Carry-Over Amount
Title I	\$0.00
Title IIA	\$0.00
Title III (Bradley Beach)	\$400.00
Title III (Brielle Consortium)	\$1,288.00
Title IV	\$0.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

F. The Superintendent Recommends the Approval of the Acceptance FY 2024 Individuals with Disabilities Education Act (IDEA) Formula Grant Carry-Over Funds

Resolved: That the Board approve the acceptance of the FY 2024 IDEA Basic Carry-Over funds in the following amount:

Program Name	Carry-Over Amount
IDEA Basic	\$6,223.73

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G. The Superintendent Recommends the Approval of the Sick Day Payout to Retired Employee Marjorie Zaccaro

Resolved: That the Board approve the sick day payout to retired employee Marjorie Zaccaro in the amount of \$11,600. [T]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

H. The Superintendent Recommends the Approval of the Use of the Facilities by the Bradley Beach Education Foundation

Resolved: That the Board approve the use of the facilities by the Bradley Beach Education Foundation to conduct a candidate forum on Tuesday, October 29, 2024. Facilities fees and custodial fee will be waived.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

I. 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 September 30, 2024 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-I)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

J. 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 September 30, 2024 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-J)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

K. 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 September 30, 2024, 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



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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.

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L. 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-L.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

M. The Superintendent Recommends the Approval of September 2024 Payroll

Resolved: That the Board approve the September 2024 gross payroll in the amount of \$418,409.48.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

N. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the October 15, 2024 regular bills list and as certified and approved. (Attachment XVI-N)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

XVII. Regular Meeting – Old Business

XVIII. Regular Meeting – New Business

XIX. Public Comments

XX. Executive Session (if needed)

XXI. Adjournment

# New Jersey Department of Education

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

**School Name:** Bradley Beach Elementary School

**District Name:** Bradley Beach School District

**School Year:** July 1, 2023 - June 30, 2024



**School Name:** Bradley Beach Elementary School

**District Name:** Bradley Beach School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	15

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9

**School Name:** Bradley Beach Elementary School

**District Name:** Bradley Beach School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	14

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6

**School Name:** Bradley Beach Elementary School

**District Name:** Bradley Beach School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

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

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A:37-15b(6)(a))**

**Option A**

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

**School Name:** Bradley Beach Elementary School

**District Name:** Bradley Beach School District

**School Year:** July 1, 2023 - June 30, 2024

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**

**Option A**

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within 2 <i>school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

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

**TOTAL SCORE (possible 78) 77**

**School Name:** Bradley Beach Elementary School

**District Name:** Bradley Beach School District

**School Year:** July 1, 2023 - June 30, 2024

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**Preliminary Determination**

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2023-2024 school year? No

During the 2023-2024 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB? N/A

# POLICY GUIDE

## BYLAWS

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Board Member **Number** and Term – Sending District

June 24

[See POLICY ALERT Nos. 192, 217, and 233]

### 0141.1 BOARD MEMBER NUMBER AND TERM – SENDING DISTRICT

The Board of Education shall consist of 9 members.

The term of a Board member shall be 3 years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

The Board of Education shall have representation on the Neptune (receiving district) Board(s) of Education in accordance with N.J.S.A. 18A:38-8.2.

In accordance with N.J.S.A. 18A:38-8.2.a.(1), if the students of the sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have no representation on the receiving district Board of Education. If the students of the sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

If the total number of students of two or more sending districts, which do not qualify for representation in accordance with N.J.S.A. 18A:38-8.2.a., comprise at least fifteen percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending districts shall have collectively two representatives on the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.b.





# POLICY GUIDE

## BYLAWS

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### Board Member **Number** and Term – Sending District

The annual designation of the representatives, in the event more than two districts collectively qualify under N.J.S.A. 18A:38-8.2.b., shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards.

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2.a. and b., the number of representatives designated by the sending districts to be additional members shall not exceed three additional members on a receiving Board with originally nine or more members, two additional members on a receiving Board with originally seven or eight members, and one additional member on a receiving Board with originally less than seven members. In the event that this restriction results in unequal representation of sending districts, the annual designation of the representative or representatives shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards in accordance with N.J.S.A. 18A:38-8.2.c.

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2 or any other law or regulation to the contrary, a school district which is located in a county of the sixth class according to the latest Federal decennial census, which has an October 1998 resident enrollment greater than 2,400 students but less than 2,600 students, and which sends its students in grades nine through twelve to a school district in the same county pursuant to N.J.S.A. 18A:38-8 shall have representation on the Board of Education of the receiving district in accordance with the provisions of N.J.S.A. 18A:38-8.4.

The sending district Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the Executive County Superintendent of the appropriate representation on the receiving Board of Education. A representative of a sending district Board of Education shall be designated at the meeting of the Board which is closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one-year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education. If the sending district position on the receiving Board becomes vacant, the sending Board shall designate a new representative to serve on the receiving Board for the remainder of the term.



# POLICY GUIDE

BYLAWS

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Board Member **Number** and Term – Sending District

The calculation of percentages required shall be based on the number of students reported as of the last school day prior to October 16 of each prebudget year pursuant to N.J.S.A. 18A:38-8.2.e. and N.J.S.A. 18A:38-8.4.b.

A sending district representative(s) shall be eligible to vote on the following matters before the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.1:

- a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;
- b. New capital construction to be utilized by sending district students;
- c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;
- d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;
- e. Any matter directly involving the sending district students or programs and services utilized by those students;
- f. Approval of the annual receiving district budget;
- g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;
- h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and
- i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.



# POLICY GUIDE

BYLAWS

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Board Member **Number** and Term – Sending District

While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the receiving Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8;  
18A:38-8.1; 18A:38-8.2; 18A:38-8.3; 18A:38-8.4

N.J.S.A. 18A:13-8 et seq. [**regional districts**]

N.J.S.A. 18A:54-16 et seq. [**vocational districts**]

N.J.A.C. 6A:23A-2.1 et seq.

Adopted:



# POLICY GUIDE

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Curriculum Content  
June 24  
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[See POLICY ALERT Nos. 209 and 233]

## 2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – **Adoption of Courses**.

For **the** purposes of this **P**olicy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board.~~ In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, and N.J.A.C. 6–and 6A – Education, and all of the New Jersey **Student Learning Standards Core Curriculum Content Standards** and Cumulative Progress Indicators.

### **Districts with secondary school(s)**

[and the courses required by Policy 5460 – **High School Graduation** and N.J.A.C. 6A:8-5 for high school graduation.]

The Superintendent is responsible for implementing the curriculum approved by the Board.

The ~~Board directs the~~ curriculum **shall** be consistent with the educational goals and objectives of this district **and**, the New Jersey **Student Learning Standards Core Curriculum Content Standards** and **be** responsive to identified student needs. The Superintendent shall, in consultation with ~~teaching~~ staff members, assure the effective articulation of curriculum across all grade levels



# POLICY GUIDE

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Curriculum Content

Choose one or more of the following alternatives:

- \_\_\_ and among the schools of this district.
- \_\_\_ and among the constituent districts of the \_\_\_\_\_ Regional School District.
- \_\_\_ and among the school districts sending to the \_\_\_\_\_ School District.

~~The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards including but not limited to:~~

- ~~1. Preparation of all students for employment or post-secondary study upon graduation from high school;~~
- ~~2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;~~
- ~~3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
- ~~4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
- ~~5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
- ~~6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~



# POLICY GUIDE

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7. ~~Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
8. ~~Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
9. ~~Career awareness and exploration as required, and vocational education as appropriate;~~
10. ~~Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
11. ~~Instruction in accident and fire prevention;~~
12. ~~A substance abuse prevention program;~~
13. ~~A program for family life education; and~~
14. ~~Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey **Student Learning Standards** Core Curriculum Content Standards

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

June 24

M

[See POLICY ALERT Nos. 211 and 233]

## 3160 PHYSICAL EXAMINATION

The Board of Education **shall** requires **any** ~~each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

**In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for t**The physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be** ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but **not be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

### Optional

[Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty examination **in addition to the physical examination required pursuant to N.J.S.A. 18A:16-2.a.** This examination shall not be used to determine a candidate's disabilities and shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA. Comprehensive fitness for duty examinations, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who receive a conditional offer of employment.]



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

## Optional

[Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures. Psychological assessments, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]

## Optional

[Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances (CDS) as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of ~~CDS controlled or dangerous substances~~, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

**Teaching staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

**The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~





# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Physical Examination

**Health records of candidates for employment and current teaching staff members** All staff members' medical and health records, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records ~~shall will~~ be kept confidential. Only the **teaching** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **teaching staff member** employee. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and **N.J.A.C. 6A:32-6.3(d)**.

**Pursuant to N.J.A.C. 6A:32-6.3(c), an individual** The teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the~~ **teaching** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

**Pursuant to N.J.S.A. 18A:16-2, the Board may require** Additional individual ~~psychiatric or physical or psychiatric~~ examinations of ~~a teaching any~~ staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment of the Board, a **teaching** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – **Examination for Cause** or disability in accordance with Policies 3425 – **Work Related Disability Pay** and 3435 – **Anticipated Disability**.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Physical Examination

June 24

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[See POLICY ALERT Nos. 211 and 233]

## 4160 PHYSICAL EXAMINATION

The Board of Education **shall** requires **any** each candidate for employment who **has received** receives a conditional offer of employment to undergo a physical examination(s) **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

**In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for t**The physical examination and **provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be** is-not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

### Optional

[Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty examination **in addition to the physical examination required pursuant to N.J.S.A. 18A:16-2.a.** This examination shall not be used to determine a candidate's disabilities and shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA. Comprehensive fitness for duty examinations, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who receive a conditional offer of employment.]



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SUPPORT STAFF MEMBERS

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Physical Examination

## Optional

[Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures. Psychological assessments, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]

## Optional

[Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances (CDS) as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of **CDS** ~~controlled or dangerous substances~~, if required by the Board, will be required for all \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ candidates for employment who have received a conditional offer of employment.]

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

**Support staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

**The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Physical Examination

**Health records of candidates for employment and current support staff members** ~~All staff members' medical and health records~~, including computerized records, **shall** ~~will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records **shall** ~~will~~ be kept confidential. Only the **support** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **support staff member employee**. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

**Pursuant to N.J.A.C. 6A:32-6.3(c), an individual** ~~The support~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, **a the support** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

**Pursuant to N.J.S.A. 18A:16-2, the Board may require** ~~Additional individual psychiatric or physical or psychiatric examinations of a support~~ any staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, a **support** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3**(b)**. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – **Examination for Cause** or disability in accordance with Policies 4425 – **Work Related Disability Pay** and 4435 – **Anticipated Disability**.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



# POLICY GUIDE

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Service Animals  
June 24

[See POLICY ALERT Nos. 207, 217, and 233]

## 5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board of **Education** to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district **in accordance with** ~~—(28 CFR §35.136.)~~

### A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability **in accordance with** ~~—(28 CFR §36.104.)~~
  - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
  - b. The work or tasks performed by a service animal must be directly related to the individual’s disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).



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Service Animals

- c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

## B. Generally **Rules**

1. The district shall permit the use of a service animal by an individual with a disability unless:
  - a. The animal is out of control and the animal's handler does not take effective action to control it;
  - b. The animal is not housebroken.
2. **A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.**
32. **The service animal shall be under a handler's control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and A**  
~~service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d).)~~
43. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises **in accordance with** ~~—(28 CFR §35.136(b).)~~
54. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.



# POLICY GUIDE

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Service Animals

65. A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3. ~~Unless the need for a service animal is readily apparent, the individual with a disability or his/her parent will be required to provide the district with information that:~~
- a. ~~The service animal is required because of a disability; and~~
  - b. ~~What work or task the animal has been trained to perform.~~
76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with** ~~-(28 CFR §35.136(f).)~~
87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
98. A school official may require: ~~Service animals must be licensed and registered in accordance with State and local laws.~~
- a. Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and
  - b. Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.
- C. Delegation of Responsibility
- 1. The school shall not be responsible or liable for the care or supervision of the service animal. ~~The district is not responsible for the care or supervision of a service animal, in accordance with 28 CFR §35.136(e).~~



# POLICY GUIDE

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Service Animals

- a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
    - b. **The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.** ~~The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.~~
  2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by ~~their his or her~~ service animal. **in accordance with (28 CFR §35.136(h).)**
  3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.
- D. Notification and Responsibilities
1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
    - a. Notification to parents of students who may be in contact with the service animal;
    - b. Appropriate accommodations:
      - (1) For students who are allergic to the service animal; and/or
      - (2) For students who have fears regarding the service animal.





# POLICY GUIDE

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Service Animals

- c. Appropriate etiquette regarding service animals to include:
  - (1) Never pet a service animal while it is working;
  - (2) Never feed a working service animal;
  - (3) Do not deliberately startle, tease, or taunt a service animal; and
  - (4) Do not hesitate to ask the handler if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.

- 2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
- 3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

## E. Miniature Horses

- 1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** (28 CFR §35.136(i).)
- 2. Ponies and full size horses are not considered miniature horses.
- 3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:



# POLICY GUIDE

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Service Animals

- a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
  - b. Whether the handler has sufficient control of the miniature horse;
  - c. Whether the miniature horse is housebroken; and
  - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

**N.J.S.A. 18A:46-13.3**  
28 CFR §35.136  
28 CFR §36.104

Adopted:



# POLICY GUIDE

STUDENTS

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Student Suicide Prevention

June 24

M

[See POLICY ALERT Nos. 193, 209, 215, and 233]

## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

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

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



# POLICY GUIDE

## STUDENTS

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### Student Suicide Prevention

**In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.**

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

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

**Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.**



# POLICY GUIDE

## STUDENTS

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### Student Suicide Prevention

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

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



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Student Suicide Prevention

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

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

Adopted:



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Emergency and Crisis Situations

June 24

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[See POLICY ALERT Nos. 189, 191, 221, 224, 227, and 233]

## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district ~~shall will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms ~~that to~~ provide for **safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of ~~the~~ health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

**Pursuant to N.J.S.A. 18A:41-6,** "sSchool security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

**Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for**



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### Emergency and Crisis Situations

**communicating the individual needs of each student with a disability, when appropriate and in compliance with the “Family Educational Rights and Privacy Act of 1974,” (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.**

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees **pursuant to N.J.A.C. 6A:16-5.1(c).** New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. **In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.**

**Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications,**





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Emergency and Crisis Situations

accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools, Employees of the district, whether occupying buildings of one or more stories, shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except locked at all times except when necessary to comply with the~~



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### Emergency and Crisis Situations

requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a.,** notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



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### Emergency and Crisis Situations

6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**

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



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Emergency and Crisis Situations

The school district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/County Office of Education by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

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

**N.J.S.A. App.A.:9-86**

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

**18A:41-15; 18A:46-2.15**

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**

Adopted:



# POLICY GUIDE

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**Firearms and Weapons**  
June 24  
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[See POLICY ALERT No. 233]

## 8467 FIREARMS AND WEAPONS

The Board of Education prohibits the possession, use, or exchange of any **firearm or weapon** in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or weapon** is authorized by law and required in the performance of the possessor's duty.

For the purpose of this Ppolicy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).** ~~anything readily capable of lethal use or of inflicting serious bodily injury.~~ "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this Ppolicy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.



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~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the \_\_\_\_\_.~~ The **Principal or designee** \_\_\_\_\_ ~~(same as previous sentence)~~ shall conduct an appropriate search in accordance with Policy No. 5770 – **Student Right of Privacy** and, **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible,~~ **may** summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement **official** ~~officer~~, the **Principal or designee** \_\_\_\_\_ shall immediately **secure the** ~~store any~~ confiscated **firearm or** weapon in a securely **and** locked **location** ~~box or container~~ and report the presence of the **firearm or** weapon to the Superintendent. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ **local law enforcement** ~~the Chief of Police of \_\_\_\_\_~~ **(the municipality; regional districts state "the municipality in which the school district is located")** that a **firearm or** weapon is present on school premises; ~~the notice shall~~ **and** request removal of the **firearm or** weapon by an authorized law enforcement **official** ~~officer~~. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement **official** ~~officer~~.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this ~~P~~policy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this ~~P~~policy and fails to report the same shall be subject to discipline. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~a~~Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

**The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession**



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**of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.**

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

**The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.** ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

**Students with disabilities violating the provisions of this Ppolicy shall be addressed dealt with in accordance with the provisions of N.J.A.C. 6A:14-2.8.**

**Nothing in this Ppolicy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.**



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**The procedures for ~~Any student requiring~~ removal from and return to the general regular education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.**

The Superintendent, or designee, shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

**The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.**

N.J.S.A. 2C:12-1(a)1; 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted:





# POLICY GUIDE

COMMUNITY

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Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

June 24

[See **POLICY ALERT Nos. 195 and 233**]

## 9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The **Superintendent of Schools or designee** \_\_\_\_\_ will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer ~~whose abilities or interests do not serve the needs of the school district~~ as determined by the Superintendent.

These volunteers must be ~~persons of known character, responsibility, and integrity~~ and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The **Superintendent or designee** \_\_\_\_\_ will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and **direct immediate** supervision of **an appropriately certified or licensed** a head and/or assistant coach or activity advisor or assistant employed by the Board;



# POLICY GUIDE

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## Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must **not disclose** ~~exercise discretion in disclosing~~ any confidential student matters the **volunteer athletic coach** or **volunteer activity advisor/assistant** ~~or assistant employed by the Board~~ becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches **and volunteer co-curricular activity advisors/assistants shall** ~~must~~ consult with the **Superintendent or designee** \_\_\_\_\_ regarding any matters or questions regarding their duties and responsibilities;
8. ~~Volunteer co-curricular activity advisors/assistants must consult with the \_\_\_\_\_ regarding any matters or questions regarding their duties and responsibilities;~~
89. Volunteer athletic coaches and **volunteer** co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and



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Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

910. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board ~~m~~Meeting following relief of duties.

**Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.**

**Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.**

## **[Optional]**

All school volunteer athletic coaches and co-curricular activity advisors/assistants must:

Choose one or more of the following:

- ☐ possess a New Jersey substitute teacher credential;
- ☐ obtain a criminal history record check to be reimbursed by the Board;
- ☐ sign a waiver for workers' compensation if required by the school district's insurance company; **and**
- ☐ ~~be provide documentation that a Mantoux test has been administered; and~~
- ☐ ~~o~~Other.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

June 24

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[See POLICY ALERT Nos. 211 and 233]

## R 3160 PHYSICAL EXAMINATION

### A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

a. A health history shall include, but is not limited to, the candidate's:

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

b. A health screening shall include, but is not limited to:

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;
- (7) \_\_\_\_\_;
- (8) \_\_\_\_\_.

## C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Physical Examination

- a. ~~Tuberculosis testing is not required:~~
- (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
  - (2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~
- b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~
- (1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~
- c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~
2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**



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## D. Health Records

1. ~~All H~~health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

## E. **Teaching Staff Member** Employees' Physical Examinations and Medical Updates

1. **Teaching staff member** ~~School~~—employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

## **Optional**

### [F. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by a school district approved physician or institution at the Board's expense.
  - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
  - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.
2. The physician or institution completing the examination will be provided the fitness requirements for each position.
3. Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:



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- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;
- d. \_\_\_\_\_.]

## Optional

### [G. Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to undergo a **comprehensive psychological assessment by a school district approved physician or institution at the Board's expense** ~~in accordance with district procedures.~~
2. Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;
  - d. \_\_\_\_\_.]

## Optional

### [H. Testing for Usage of Controlled or Dangerous Substances (CDS) for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of **CDS** ~~controlled dangerous substances as they are~~ defined in N.J.S.A. 2C:35-2.





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- a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
- b. The laboratory will conduct the test in accordance with industry standard practices for testing for **CDS** ~~controlled dangerous substances~~.
- c. A Medical Review Officer, who **shall be** is a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive ~~drug~~ tests **for CDS** to the candidate and to the Superintendent.
- d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of ~~controlled dangerous substances~~ (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning **current present CDS** ~~drug~~ or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
  - (1) It must be job-related and cannot be met with reasonable accommodation;



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- (2) It must be consistent with the demonstrated necessity of conducting business; and
  - (3) It must be related to legitimate job criteria.
- f. The school district (   **shall**    **may**) refuse to hire a candidate based upon a test result that indicates the illegal use of **a CDS** ~~drugs~~ as confirmed by the Medical Review Officer. This action (   **shall**    **may**) be taken even if the candidate claims **they** he/she recently stopped **the illegal use of a CDS** ~~illegally using drugs~~.
2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
3. Testing for **CDS** ~~controlled or dangerous substances~~ will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;
  - d. \_\_\_\_\_.

## I. Review of Examinations and Assessments

1. The results of ~~a the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the school physician and/or the Medical Review Officer**, ~~who, in consultation with the Superintendent, will to~~ determine ~~a the~~ candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate** ~~he/she~~ has made application. That determination will be made a part of the candidate's application.



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Physical Examination

J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
  - b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
  - c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:



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[See POLICY ALERT Nos. 211 and 233]

## R 4160 PHYSICAL EXAMINATION

### A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.



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- a. A health history shall include, but is not limited to, the candidate's:
  - (1) Past serious illnesses and injuries;
  - (2) Current health problems;
  - (3) Allergies; and
  - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
  - (1) Height;
  - (2) Weight;
  - (3) Pulse and respiratory rate;
  - (4) Hearing screening;
  - (5) Blood pressure;
  - (6) Vision screening;
  - (7) \_\_\_\_\_;
  - (8) \_\_\_\_\_.

## C. Medical Requirements Upon Employment

- 1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



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a. ~~Tuberculosis testing is not required:~~

(1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~

(2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

(1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~

c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**



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## D. Health Records

1. All ~~H~~health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

## E. **Support Staff Member** ~~Employees~~<sup>2</sup> Physical Examinations and Medical Updates

1. **Support staff member** ~~School-employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

## Optional

### [F. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by a school district approved physician or institution at the Board's expense.
  - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
  - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.
2. The physician or institution completing the examination will be provided the fitness requirements for each position.
3. Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:



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- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_;
- d. \_\_\_\_\_.]

## Optional

### [G. Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to undergo a **comprehensive psychological assessment by a school district approved physician or institution at the Board's expense** ~~in accordance with district procedures.~~
2. Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;
  - d. \_\_\_\_\_.]

## Optional

### [H. Testing for Usage of Controlled or Dangerous Substances (CDS) for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of **CDS** ~~controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.~~





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Physical Examination

- a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
- b. The laboratory will conduct the test in accordance with industry standard practices for testing for **CDS** ~~controlled dangerous substances~~.
- c. A Medical Review Officer, who ~~shall be~~ is a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive ~~drug~~ tests **for CDS** to the candidate and to the Superintendent.
- d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of ~~controlled dangerous substances~~ (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning **current present CDS** ~~drug~~ or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
  - (1) It must be job-related and cannot be met with reasonable accommodation;



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- (2) It must be consistent with the demonstrated necessity of conducting business; and
  - (3) It must be related to legitimate job criteria.
- f. The school district (   **shall**    **may**) refuse to hire a candidate based upon a test result that indicates the illegal use of **a CDS drugs** as confirmed by the Medical Review Officer. This action (   **shall**    **may**) be taken even if the candidate claims **they** he/she recently stopped **the illegal use of a CDS illegally using drugs**.

- 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
- 3. Testing for **CDS controlled or dangerous substances** will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_;
  - c. \_\_\_\_\_;
  - d. \_\_\_\_\_.]

## I. Review of Examinations and Assessments

- 1. The results of **a the physical examination or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the school physician and/or Medical Review Officer**, ~~who, in consultation with the Superintendent, will to determine a the~~ candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate** he/she has made application. That determination will be made a part of the candidate's application.



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J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
  - b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
  - c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:



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[See POLICY ALERT Nos. 176, 203, 205, 220, 229, and 233]

## R 5200 ATTENDANCE

### A. Attendance Recording

#### 1. School Register – (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- (1) “Days in membership” means the number of school days in session in which a student is enrolled **in accordance with N.J.A.C. 6A:32-2.1**. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session – (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance – (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
  - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
    - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
  - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
  - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
  - (4) Take Our Children to Work Day;
  - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and



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- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and-
- (7) **Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.**
  - (a) **“Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.**
  - (b) **The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.**
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.



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4. Average Daily Attendance – (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates – (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.





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2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
- a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.
- b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

[Select one or more options below

- Align w/ current policy (all)

\_\_\_ The student's illness

\_\_\_ supported by a written letter from the parent upon student's return to school;

\_\_\_ supported by notification to the school by the student's parent;

\_\_\_ The student's required attendance in court;

\_\_\_ Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;

\_\_\_ The student's suspension from school;

\_\_\_ Family illness or death

\_\_\_ supported by a written letter from the parent upon the student's return to school;

\_\_\_ supported by notification to the school by the student's parent;



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- \_\_\_ College visit(s), up to \_\_\_ days per school year for students in grades eleven and twelve;
- \_\_\_ Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- \_\_\_ Examination for a driver's license;
- \_\_\_ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- \_\_\_ Take Our Children to Work Day;
- \_\_\_ Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- \_\_\_ Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- \_\_\_ Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- \_\_\_ **Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;**
- \_\_\_ Closure of a busing school district that prevents a student from having transportation to the receiving school;
- \_\_\_ An absence considered excused by the Commissioner of Education and/or a ~~NJDOE New Jersey Department of Education~~ rule;
- \_\_\_ An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
- \_\_\_ \_\_\_\_\_;
- \_\_\_ \_\_\_\_\_.]



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Attendance

## [Optional]

3. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – **Tardiness.**]

### C. Notice to School of a Student’s Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

### D. Readmission to School After an Absence

1. A student returning from an absence of \_\_\_\_\_ **consecutive school days** ~~any length of time~~ (**\_\_\_ may \_\_\_ will**) **be required to** ~~must~~ provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.



# REGULATION GUIDE

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Attendance

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
  - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

## E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of \_\_\_\_\_ school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – **Home Instruction Due to Health Condition**. The parent must request home instruction.

## F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.



# REGULATION GUIDE

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## [Optional]

2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from \_\_\_\_\_ (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

**Options – District may select one or more of the options below if 2. above is selected.**

- \_\_\_\_ Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.
- \_\_\_\_ A secondary student who has been dropped from a course of study may be assigned to an alternate program.
- \_\_\_\_ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than \_\_\_\_\_ times.]

## [Optional]

3. An elementary student may be retained at grade level, in accordance with Policy 5410 – **Promotion and Retention**, when the student has been absent \_\_\_\_\_ (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.



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**Option – District may select the option below if 3. above is selected.**

\_\_\_\_ Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.]

**G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.)**

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
  - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
  - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
  - (3) Consider an alternate educational placement;
  - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
  - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



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Attendance

3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.





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Attendance

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
  - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
    - (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

## H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.



# REGULATION GUIDE

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Attendance

## I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

## J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A **parent of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.
3. A **parent of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. ~~The student shall file~~ A written appeal **shall be filed with** to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.



# REGULATION GUIDE

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Attendance

- c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. **In response to** ~~On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, **the student**, and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.
- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

## K. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the **NJDOE** ~~New Jersey Department of Education~~. The school district will comply with all attendance requirements and any improvement plans as required by the **NJDOE** ~~Department of Education~~.

Adopted:



# REGULATION GUIDE

OPERATIONS  
R 8467/page 1 of 3  
**Firearms and Weapons**  
June 24  
**M**

[See POLICY ALERT No. 233]

## R 8467 FIREARMS AND WEAPONS

### A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

### B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



# REGULATION GUIDE

OPERATIONS  
R 8467/page 2 of 3  
**Firearms and Weapons**

- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

## C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
  - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
  - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).



# REGULATION GUIDE

OPERATIONS  
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**Firearms and Weapons**

- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
  - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
  - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
  - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
  - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
  - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

**Adopted Issued:**



**Bradley Beach Elementary School**  
**Three Year Comprehensive Maintenance Plan**

School Name	School Code	Project Description	Estimated Total Cost	2023-2024 Actual	2024-2025 Actual/Est.	2025-2026 Projected
Bradley Beach	025	Integrated Pest Management Plan	2,870.00	920.00	950.00	1,000.00
		Preventive Maintenance/Maintenance supplies/Misc./HVAC, Plumbing, Electrical, Roof Repairs, Refuse Collection, localized repairs, pointing, water proofing, caulking, repair piping or insulation	262,307.96	89,196.70	90,111.26	83,000.00
		Boiler Repair & Chemical Treatment	10,005.00	4,005.00	3,000.00	3,000.00
		Landscaping of the grounds	19,180.00	6,180.00	6,500.00	6,500.00
		Snow Removal	3,600.00	1,200.00	1,200.00	1,200.00
		Auditorium rug and seat cleaning	4,705.90	1,552.95	1,552.95	1,600.00
		Annual and periodic jetting of sewer lines	19,348.67	10,348.67	4,500.00	4,500.00
		Pumping of Kitchen Grease Trap	10,005.57	4,705.57	2,600.00	2,700.00
		Annual charge for elevator and lift maintenance	11,972.95	3,972.95	4,000.00	4,000.00
		Sand and resurface classroom wood floors (room 9)	3,520.00	3,520.00		
		Sand and resurface classroom wood floors (room 3)	3,680.00	3,680.00		
		Sand and resurface classroom wood floors (room 8)	3,410.00	3,410.00		
		Install new VCT tile on 2nd floor hallway	17,316.00	17,316.00		
		Paint and repair/patch 2nd floor hallway east wing	6,500.00	6,500.00		
		Paint and plaster and repair damage areas in classroom 8	7,450.00	7,450.00		
		Paint and plaster and repair damage in classroom 9	7,450.00	7,450.00		
		Paint and plaster and repair damage in classroom 3	7,450.00	7,450.00		
		Paint and repair/patch 2nd floor hallway (from auditorium to end of the hallway excluding the wing)	6,500.00	6,500.00		
		Repair damage floor area in Room 6	1,062.70	1,062.70		
		Maintenance and replacement of condenser on two door fridge	2,303.00	2,303.00		
		Maintenance and replacement to IDO	9,890.00	9,890.00		
		Door operator for Elevator				
		Install new key entry swipe system on one east entrance door	3,000.00		3,000.00	
		Sand and resurface classroom wood floors (room 1)	2,816.00		2,816.00	
		Sand and resurface classroom wood floors (room 2)	2,816.00		2,816.00	
		Sand and resurface classroom wood floors (room 7)	2,816.00		2,816.00	
		New VCT Tile (room 4)	10,366.90		10,366.90	
		Install new VCT tile in basement hallway (from boys and girls bathroom to gymnasium entrance hallway)	24,307.89		24,307.89	

[illegible]



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

<b>County</b>	<b>Monmouth</b>
<b>District Name</b>	<b>Bradley Beach</b>
<b>District Number</b>	<b>500</b>
<b>Filing Date</b>	<b>10/15/2024</b>

<b>Current Area Cost Allowance per SF</b>	<b>\$ 143.00</b>
<b>District contact name</b>	David Tonzola
<b>District contact phone</b>	732-775-4413 extension 112
<b>District contact e-mail</b>	dtonzola@bbesnj.org

[illegible]

**Prepared by:**

**District School Business Administrator**

**Max. Maintenance Reserve Amount (4% of column D)**

**Current District Maintenance Reserve Amount**

Print

David Tonzola

*Sign*

David Lopez

**Date** 10/17/2023

10/17/2023



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

Attachment XVI-I

**Fund 10 - Interim Balance Sheet  
For the three month period ending 09/30/2024**

**Assets and Resources**

<b>Assets</b>			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash In Bank		1,129,925.49
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		5,597,676.00
	Accounts Receivable:		
132	InterfundAccounts Receivable:	4.50	
141	Intergovernmental - StateAccounts Receivable:	379,071.50	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:		379,076.00
	Loans Receivable:		
			<u>7,715,377.49</u>

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	7,459,756.00	
302	Less Revenues	7,447,167.03	12,588.97
			<u>12,588.97</u>
<b>Total Assets and Resources:</b>			<u><b>7,727,966.46</b></u>

**Liabilities and Fund Equity**

<b>Liabilities</b>			
Account Number	Account Name	Subtotal Balance	Balance
402	Interfund Accounts Payable		643.24
			<u>643.24</u>

**Fund Balance**

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year	3,898,642.91			
754+753	Reserve for Encumbrances - Current + Prior		<u>3,898,642.91</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	1,221,308.03			
603	Encumbrances	3,898,642.91	<u>(5,119,950.94)</u>	<u>2,766,536.06</u>	
	Total Appropriated			<u>7,240,878.97</u>	
	Unappropriated				
770	Unassigned Fund Balance			880,175.25	
303	Budgeted Fund Balance			<u>393,731.00</u>	
					<u><u>7,727,323.22</u></u>
<b>Total Liabilities and Fund Equity:</b>					<u><b>7,727,966.46</b></u>

**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 three month period ending 09/30/2024**

**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	7,014,509.03	Under	12,588.97
10-3xxx	520	From State Sources	432,658.00	0.00	432,658.00	432,658.00		0.00
	-	<b>Total Revenues/Sources Of Funds</b>	<b>7,459,756.00</b>	<b>0.00</b>	<b>7,459,756.00</b>	<b>7,447,167.03</b>	<b>Under</b>	<b>12,588.97</b>

**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	308,920.24	1,820,111.20	126,687.56
11-2xx-100-xxx	10300	Special Education - Instruction	82,300.00	0.00	82,300.00	8,130.00	73,170.00	1,000.00
11-240-100-xxx	12160	Bilingual Education - Instruction	143,028.00	0.00	143,028.00	10,685.20	99,667.80	32,675.00
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	37,855.00	0.00	37,855.00	2,441.70	0.00	35,413.30
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	47,335.00	0.00	47,335.00	4,455.70	0.00	42,879.30
11-422-xxx-xxx	20620	Summer School	18,114.00	0.00	18,114.00	17,267.40	0.00	846.60
	72140	Undistributed Expenditures:						
11-000-100-xxx	29180	Instruction (Tuition)	1,786,935.00	(25,050.00)	1,761,885.00	0.00	0.00	1,761,885.00
11-000-211-xxx	29680	Attendance and Social Work Services	67,120.00	0.00	67,120.00	12,720.80	39,950.58	14,448.62
11-000-213-xxx	30620	Health Services	76,415.00	0.00	76,415.00	9,641.55	60,150.54	6,622.91
11-000-216-xxx	40580	Speech, OT, PT and Related Services	136,235.00	0.00	136,235.00	10,180.00	78,615.00	47,440.00
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	61,138.00	0.00	61,138.00	5,763.80	51,874.20	3,500.00
11-000-218-xxx	41660	Guidance	64,425.00	2,300.00	66,725.00	8,743.85	57,943.95	37.20
11-000-219-xxx	42200	Child Study Teams	132,849.00	0.00	132,849.00	28,192.75	100,578.43	4,077.82
11-000-221-xxx	43200	Improvement of Instruction	136,646.00	9,800.00	146,446.00	43,300.30	99,077.05	4,068.65
11-000-222-xxx	43620	Educational Media Services/School Library	95,143.00	0.00	95,143.00	25,067.60	69,625.91	449.49
11-000-223-xxx	44180	Instructional Staff Training	13,449.00	0.00	13,449.00	0.00	0.00	13,449.00
11-000-230-xxx	45300	General Administration	261,463.00	0.00	261,463.00	63,788.96	171,973.47	25,700.57
11-000-240-xxx	46160	School Administration	7,200.00	0.00	7,200.00	2,125.00	4,500.00	575.00
11-000-251-xxx	47200	Central Services	179,831.00	7,000.00	186,831.00	69,415.35	112,463.76	4,951.89
11-000-252-xxx	47620	Administrative Information Technology	7,300.00	0.00	7,300.00	2,404.31	3,680.69	1,215.00
11-000-261-xxx	48580	Required Maintenance for School Facilities	180,437.00	(7,000.00)	173,437.00	86,405.22	30,013.79	57,017.99
11-000-262-xxx	49340	Custodial Services	413,192.00	0.00	413,192.00	118,747.31	232,252.51	62,192.18
11-000-266-xxx	51100	Security	14,850.00	0.00	14,850.00	2,611.50	500.00	11,738.50
11-000-270-xxx	52480	Student Transportation	296,073.00	0.00	296,073.00	13,679.24	38,046.74	244,347.02
11-xxx-xxx-2xx	71260	Employee Benefits	1,284,664.00	15,250.00	1,299,914.00	354,658.05	681,938.49	263,317.46
		<b>Total General Expense</b>	<b>7,802,016.00</b>	<b>0.00</b>	<b>7,802,016.00</b>	<b>1,209,345.83</b>	<b>3,826,134.11</b>	<b>2,766,536.06</b>

**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	2,166.20	19,495.80	0.00
		<b>Total Capital Outlay</b>	<b>21,662.00</b>	<b>0.00</b>	<b>21,662.00</b>	<b>2,166.20</b>	<b>19,495.80</b>	<b>0.00</b>

**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	0.00	62,809.00	9,796.00	53,013.00	0.00

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	62,809.00	0.00	62,809.00	9,796.00	53,013.00	0.00
Total General Fund	7,886,487.00	0.00	7,886,487.00	1,221,308.03	3,898,642.91	2,766,536.06

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**Fund 10 - Schedule of Revenues  
Actual Compared with Estimate  
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
<b>Revenues/Sources of Funds</b>							
<b>- Local Sources</b>							
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	0.00	6,100.00
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	15,411.03	6,488.97
<b>10-1xxx</b>	<b>370</b>	<b>Total Revenue from Local Sources</b>	<b>7,027,098.00</b>	<b>0.00</b>	<b>7,027,098.00</b>	<b>7,014,509.03</b>	<b>12,588.97</b>
<b>- State Sources</b>							
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
<b>10-3xxx</b>	<b>520</b>	<b>Total Revenue from State Sources</b>	<b>432,658.00</b>	<b>0.00</b>	<b>432,658.00</b>	<b>432,658.00</b>	<b>0.00</b>
<b>-</b>		<b>Total Revenues/Sources of Funds</b>	<b>7,459,756.00</b>	<b>0.00</b>	<b>7,459,756.00</b>	<b>7,447,167.03</b>	<b>12,588.97</b>

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**Fund 10 - Statement of Appropriations  
Compared with Expenditures and Encumbrances  
For the three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>General Fund</b>								
<b>- General Current Expense</b>								
<b>-- Regular Programs - Instruction</b>								
<b>--- Regular Programs - Instruction</b>								
11-105-100-101	2000	Preschool - Salaries of Teachers	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
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	16,070.00	144,630.00	3,000.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	980,200.00	0.00	980,200.00	98,667.00	866,587.00	14,946.00
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	858,225.00	0.00	858,225.00	75,330.00	744,630.00	38,265.00
<b>subtotal</b>	<b>subtotal</b>	<b>Total Regular Programs - Instruction</b>	<b>2,096,251.00</b>	<b>0.00</b>	<b>2,096,251.00</b>	<b>283,193.00</b>	<b>1,755,847.00</b>	<b>57,211.00</b>
<b>--- Regular Programs - Home Instruction</b>								
11-150-100-101	2500	Salaries of Teachers	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>subtotal</b>	<b>subtotal</b>	<b>Total Regular Programs - Home Instruction</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>--- Regular Programs - Undistributed Instruction</b>								
11-190-100-500	3060	Other Purchased Services (400-500 series)	7,500.00	0.00	7,500.00	303.00	2,362.00	4,835.00
11-190-100-610	3080	General Supplies	110,268.00	(2,300.00)	107,968.00	16,905.27	29,832.97	61,229.76
11-190-100-800	3120	Other Objects	43,000.00	0.00	43,000.00	8,518.97	32,069.23	2,411.80
<b>subtotal</b>	<b>subtotal</b>	<b>Total Regular Programs - Undistributed Instruction</b>	<b>160,768.00</b>	<b>(2,300.00)</b>	<b>158,468.00</b>	<b>25,727.24</b>	<b>64,264.20</b>	<b>68,476.56</b>
11-1xx-100-xxxx	3200	<b>Total Regular Programs - Instruction</b>	<b>2,258,019.00</b>	<b>(2,300.00)</b>	<b>2,255,719.00</b>	<b>308,920.24</b>	<b>1,820,111.20</b>	<b>126,687.56</b>
<b>-- Special Education Programs</b>								
<b>--- Autism:</b>								
11-214-100-101	7500	Salaries of Teachers	81,300.00	0.00	81,300.00	8,130.00	73,170.00	0.00
11-214-100-xxx	7660	<b>Total Autism</b>	<b>81,300.00</b>	<b>0.00</b>	<b>81,300.00</b>	<b>8,130.00</b>	<b>73,170.00</b>	<b>0.00</b>
<b>--- Home Instruction:</b>								
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	<b>Total Home Instruction</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>subtotal special ed</b>	<b>10300</b>	<b>Total Special Education - Instruction</b>	<b>82,300.00</b>	<b>0.00</b>	<b>82,300.00</b>	<b>8,130.00</b>	<b>73,170.00</b>	<b>1,000.00</b>
<b>-- Bilingual Education - Instruction</b>								
11-240-100-101	12000	Salaries of Teachers	142,228.00	0.00	142,228.00	10,685.20	99,667.80	31,875.00
11-240-100-610	12100	General Supplies	800.00	0.00	800.00	0.00	0.00	800.00
11-240-100-xxx	12160	<b>Total Bilingual Education - Instruction</b>	<b>143,028.00</b>	<b>0.00</b>	<b>143,028.00</b>	<b>10,685.20</b>	<b>99,667.80</b>	<b>32,675.00</b>
<b>-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction</b>								
11-401-100-100	17000	Salaries	37,605.00	0.00	37,605.00	2,441.70	0.00	35,163.30
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	<b>Total School-Spon. Co/Extra-curricular Actvts. - Inst.</b>	<b>37,855.00</b>	<b>0.00</b>	<b>37,855.00</b>	<b>2,441.70</b>	<b>0.00</b>	<b>35,413.30</b>
<b>-- School-Sponsored Athletics - Instruction</b>								
11-402-100-100	17500	Salaries	29,835.00	0.00	29,835.00	2,855.70	0.00	26,979.30
11-402-100-500	17520	Purchased Services (300-500 series)	15,000.00	0.00	15,000.00	1,600.00	0.00	13,400.00
11-402-100-600	17540	Supplies and Materials	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
11-402-100-xxx	17600	<b>Total School-Sponsored Athletics - Instruction</b>	<b>47,335.00</b>	<b>0.00</b>	<b>47,335.00</b>	<b>4,455.70</b>	<b>0.00</b>	<b>42,879.30</b>
<b>-- Summer School</b>								
<b>--- Summer School - Instruction</b>								
11-422-100-178	20040	Salaries of Teacher Tutors	18,114.00	0.00	18,114.00	17,267.40	0.00	846.60
11-422-100-xxx	20180	<b>Total Summer School - Instruction</b>	<b>18,114.00</b>	<b>0.00</b>	<b>18,114.00</b>	<b>17,267.40</b>	<b>0.00</b>	<b>846.60</b>
11-422-xxx-xxx	20620	<b>Total Summer School</b>	<b>18,114.00</b>	<b>0.00</b>	<b>18,114.00</b>	<b>17,267.40</b>	<b>0.00</b>	<b>846.60</b>
<b>-- Total Undistributed Expenditures</b>								
<b>--- Undistributed Expenditures - Instruction (Tuition)</b>								
11-000-100-561	29000	Tuition to Other LEAs Within the State-Regular	1,354,560.00	0.00	1,354,560.00	0.00	0.00	1,354,560.00
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	219,700.00	0.00	219,700.00	0.00	0.00	219,700.00

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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	0.00	36,870.00	0.00	0.00	36,870.00
11-000-100-564	29060	Tuition to County Voc. School Dist.-Special	14,026.00	0.00	14,026.00	0.00	0.00	14,026.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	161,779.00	(25,050.00)	136,729.00	0.00	0.00	136,729.00
11-000-100-xxx	29180	<b>Total Undistributed Expenditures - Instruction (Tuition)</b>	<b>1,786,935.00</b>	<b>(25,050.00)</b>	<b>1,761,885.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,761,885.00</b>
<b>--- Undistributed Expenditures - Attendance and Social Work</b>								
11-000-211-100	29500	Salaries	60,470.00	0.00	60,470.00	12,058.53	39,922.02	8,489.45
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	28.56	109.17
11-000-211-xxx	29680	<b>Total Attendance and Work</b>	<b>67,120.00</b>	<b>0.00</b>	<b>67,120.00</b>	<b>12,720.80</b>	<b>39,950.58</b>	<b>14,448.62</b>
<b>--- Undistributed Expenditures - Health Services</b>								
11-000-213-100	30500	Salaries	67,815.00	0.00	67,815.00	9,401.50	56,263.50	2,150.00
11-000-213-300	30540	Purchased Professional and Technical Services	5,000.00	0.00	5,000.00	0.00	2,000.00	3,000.00
11-000-213-600	30580	Supplies and Materials	3,300.00	0.00	3,300.00	0.00	1,827.09	1,472.91
11-000-213-800	30600	Other Objects	300.00	0.00	300.00	240.05	59.95	0.00
11-000-213-xxx	30620	<b>Total Undistributed Expenditures - Health Services</b>	<b>76,415.00</b>	<b>0.00</b>	<b>76,415.00</b>	<b>9,641.55</b>	<b>60,150.54</b>	<b>6,622.91</b>
<b>--- Undistributed Expenditures - Speech, OT, PT and Related Services</b>								
11-000-216-100	40500	Salaries	87,350.00	0.00	87,350.00	8,735.00	78,615.00	0.00
11-000-216-320	40520	Purchased Professional - Educational Services	48,385.00	0.00	48,385.00	1,445.00	0.00	46,940.00
11-000-216-600	40540	Supplies and Materials	500.00	0.00	500.00	0.00	0.00	500.00
11-000-216-xxx	40580	<b>Total Speech, OT, PT and Related Services</b>	<b>136,235.00</b>	<b>0.00</b>	<b>136,235.00</b>	<b>10,180.00</b>	<b>78,615.00</b>	<b>47,440.00</b>
<b>--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs</b>								
11-000-217-100	41000	Salaries	61,138.00	0.00	61,138.00	5,763.80	51,874.20	3,500.00
11-000-217-xxx	41080	<b>Total Other Support Services Students-Extraordinary Serv.</b>	<b>61,138.00</b>	<b>0.00</b>	<b>61,138.00</b>	<b>5,763.80</b>	<b>51,874.20</b>	<b>3,500.00</b>
<b>--- Undistributed Expenditures - Guidance</b>								
11-000-218-104	41500	Salaries of Other Professional Staff	64,125.00	0.00	64,125.00	6,412.50	57,712.50	0.00
11-000-218-600	41620	Supplies and Materials	300.00	2,300.00	2,600.00	2,331.35	231.45	37.20
11-000-218-xxx	41660	<b>Total Undistributed Expenditures - Guidance</b>	<b>64,425.00</b>	<b>2,300.00</b>	<b>66,725.00</b>	<b>8,743.85</b>	<b>57,943.95</b>	<b>37.20</b>
<b>--- Undistributed Expenditures - Child Study Teams</b>								
11-000-219-104	42000	Salaries of Other Professional Staff	119,608.00	(500.00)	119,108.00	18,703.57	99,779.43	625.00
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	0.00	9,741.00	7,990.80	199.00	1,551.20
11-000-219-800	42180	Other Objects	2,000.00	500.00	2,500.00	1,498.38	600.00	401.62
11-000-219-xxx	42200	<b>Total Child Study Teams</b>	<b>132,849.00</b>	<b>0.00</b>	<b>132,849.00</b>	<b>28,192.75</b>	<b>100,578.43</b>	<b>4,077.82</b>
<b>--- Undistributed Expenditures - Improvement of Instruction Services</b>								
11-000-221-102	43000	Salaries of Supervisor of Instruction	111,323.00	0.00	111,323.00	27,830.52	83,492.48	0.00
11-000-221-104	43020	Salaries of Other Professional Staff	3,600.00	0.00	3,600.00	630.00	0.00	2,970.00
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	20,223.00	0.00	20,223.00	5,055.78	15,167.22	0.00
11-000-221-320	43100	Purchased Professional-Educational Services	0.00	9,800.00	9,800.00	9,784.00	0.00	16.00
11-000-221-600	43160	Supplies and Materials	1,000.00	0.00	1,000.00	0.00	417.35	582.65
11-000-221-800	43180	Other Objects	500.00	0.00	500.00	0.00	0.00	500.00
11-000-221-xxx	43200	<b>Total Improvement of Instruction Services</b>	<b>136,646.00</b>	<b>9,800.00</b>	<b>146,446.00</b>	<b>43,300.30</b>	<b>99,077.05</b>	<b>4,068.65</b>
<b>--- Undistributed Expenditures - Educational Media Services/School Library</b>								
11-000-222-177	43520	Salaries of Technology Coordinators	89,706.00	0.00	89,706.00	25,067.60	64,625.91	12.49
11-000-222-300	43540	Purchased Professional and Technical Services	5,437.00	0.00	5,437.00	0.00	5,000.00	437.00
11-000-222-xxx	43620	<b>Total Educational Media Services/School Library</b>	<b>95,143.00</b>	<b>0.00</b>	<b>95,143.00</b>	<b>25,067.60</b>	<b>69,625.91</b>	<b>449.49</b>
<b>--- Undistributed Expenditures - Instructional Staff Training Services</b>								
11-000-223-320	44080	Purchased Professional - Educational Serv	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00



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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	0.00	12,449.00
<b>11-000-223-xxx</b>	<b>44180</b>	<b>Total Instructional Staff Training Services</b>	<b>13,449.00</b>	<b>0.00</b>	<b>13,449.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,449.00</b>
<b>--- Undistributed Expenditures - Support Services - General Administration</b>								
11-000-230-100	45000	Salaries	174,628.00	0.00	174,628.00	43,656.78	130,971.22	0.00
11-000-230-331	45040	Legal Services	6,000.00	0.00	6,000.00	0.00	2,600.00	3,400.00
11-000-230-332	45060	Audit Fees	27,560.00	1,590.00	29,150.00	2,500.00	26,650.00	0.00
11-000-230-334	45080	Architectural/Engineering Services	10,000.00	(1,590.00)	8,410.00	0.00	1,650.00	6,760.00
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	1,432.19	3,440.25	5,087.56
11-000-230-585	45160	BOE Other Purchased Services	4,600.00	(465.00)	4,135.00	0.00	2,200.00	1,935.00
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	4,000.00	0.00	4,000.00	136.24	1,351.96	2,511.80
11-000-230-610	45200	General Supplies	7,000.00	0.00	7,000.00	823.00	710.04	5,466.96
11-000-230-890	45260	Miscellaneous Expenditures	5,000.00	0.00	5,000.00	4,160.99	400.00	439.01
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
<b>11-000-230-xxx</b>	<b>45300</b>	<b>Total Support Services - General Administration</b>	<b>261,463.00</b>	<b>0.00</b>	<b>261,463.00</b>	<b>63,788.96</b>	<b>171,973.47</b>	<b>25,700.57</b>
<b>--- Undistributed Expenditures - Support Services - School Administration</b>								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	6,000.00	0.00	6,000.00	1,500.00	4,500.00	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
<b>11-000-240-xxx</b>	<b>46160</b>	<b>Total Support Services - School Administration</b>	<b>7,200.00</b>	<b>0.00</b>	<b>7,200.00</b>	<b>2,125.00</b>	<b>4,500.00</b>	<b>575.00</b>
<b>--- Undistributed Expenditures - Central Services</b>								
11-000-251-100	47000	Salaries	157,254.00	0.00	157,254.00	44,748.88	110,928.76	1,576.36
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	22,491.50	600.00	735.50
11-000-251-600	47100	Supplies and Materials	2,800.00	(15.00)	2,785.00	254.97	15.00	2,515.03
11-000-251-890	47180	Miscellaneous Expenditures	2,600.00	0.00	2,600.00	1,575.00	900.00	125.00
<b>11-000-251-xxx</b>	<b>47200</b>	<b>Total Central Services</b>	<b>179,831.00</b>	<b>7,000.00</b>	<b>186,831.00</b>	<b>69,415.35</b>	<b>112,463.76</b>	<b>4,951.89</b>
<b>--- Undistributed Expenditures - Administrative Information Technology</b>								
11-000-252-100	47500	Salaries	5,000.00	0.00	5,000.00	1,319.31	3,680.69	0.00
11-000-252-600	47580	Supplies and Materials	2,300.00	0.00	2,300.00	1,085.00	0.00	1,215.00
<b>11-000-252-xxx</b>	<b>47620</b>	<b>Total Administrative Information Technology</b>	<b>7,300.00</b>	<b>0.00</b>	<b>7,300.00</b>	<b>2,404.31</b>	<b>3,680.69</b>	<b>1,215.00</b>
<b>--- Operation and Maintenance of Plant Services</b>								
<b>---- Undistributed Expenditures - Required Maintenance for School Facilities</b>								
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	130,000.00	0.00	130,000.00	68,376.21	25,497.85	36,125.94
11-000-261-610	48540	General Supplies	12,000.00	0.00	12,000.00	365.27	670.84	10,963.89
11-000-261-800	48560	Other Objects	38,437.00	(7,000.00)	31,437.00	17,663.74	3,845.10	9,928.16
<b>11-000-261-xxx</b>	<b>48580</b>	<b>Total Required Maintenance for School Facilities</b>	<b>180,437.00</b>	<b>(7,000.00)</b>	<b>173,437.00</b>	<b>86,405.22</b>	<b>30,013.79</b>	<b>57,017.99</b>
<b>---- Undistributed Expenditures - Custodial Services</b>								
11-000-262-100	49000	Salaries	152,578.00	0.00	152,578.00	36,387.94	107,169.78	9,020.28
11-000-262-107	49020	Salaries of Non-Instructional Aides	30,798.00	0.00	30,798.00	1,006.25	0.00	29,791.75
11-000-262-300	49040	Purchased Professional and Technical Services	2,500.00	0.00	2,500.00	0.00	1,890.00	610.00
11-000-262-490	49120	Other Purchased Property Services	5,150.00	2,850.00	8,000.00	978.00	7,022.00	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	0.00	10,000.00	5,330.78	0.00	4,669.22
11-000-262-621	49200	Energy (Natural Gas)	82,176.00	0.00	82,176.00	2,283.11	78,591.96	1,300.93
11-000-262-622	49220	Energy (Electricity)	48,000.00	0.00	48,000.00	5,831.23	36,668.77	5,500.00
<b>11-000-262-xxx</b>	<b>49340</b>	<b>Total Custodial Services</b>	<b>413,192.00</b>	<b>0.00</b>	<b>413,192.00</b>	<b>118,747.31</b>	<b>232,252.51</b>	<b>62,192.18</b>
<b>---- Undistributed Expenditures - Security</b>								
11-000-266-420	51040	Cleaning, Repair, and Maintenance Services	12,850.00	0.00	12,850.00	2,611.50	500.00	9,738.50
11-000-266-610	51060	General Supplies	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>11-000-266-xxx</b>	<b>51100</b>	<b>Total Security</b>	<b>14,850.00</b>	<b>0.00</b>	<b>14,850.00</b>	<b>2,611.50</b>	<b>500.00</b>	<b>11,738.50</b>
<b>subtotal of 11-000-26x-xxx</b>	<b>51120</b>	<b>Total Operation and Maintenance of Plant Services</b>	<b>608,479.00</b>	<b>(7,000.00)</b>	<b>601,479.00</b>	<b>207,764.03</b>	<b>262,766.30</b>	<b>130,948.67</b>
<b>--- Undistributed Expenditures - Student Transportation Services</b>								

**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	12,682.26	38,046.74	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	0.00	0.00	88,759.00
11-000-270-515	52340	Contracted Services (Special Ed Students)-Joint Agreements	90,366.00	0.00	90,366.00	0.00	0.00	90,366.00
11-000-270-517	52360	Contracted Services (Regular Students)-ESCs and CTSAs	26,261.00	0.00	26,261.00	0.00	0.00	26,261.00
11-000-270-518	52380	Contracted Services (Special Ed. Students)-ESCs and CTSAs	16,298.00	0.00	16,298.00	996.98	0.00	15,301.02
<b>11-000-270-xxx</b>	<b>52480</b>	<b>Total Student Transportation Services</b>	<b>296,073.00</b>	<b>0.00</b>	<b>296,073.00</b>	<b>13,679.24</b>	<b>38,046.74</b>	<b>244,347.02</b>
<b>--- Employee Benefits</b>								
<b>---- Allocated Benefits</b>								
<b>----- Regular Programs - Instruction</b>								
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	171,852.60	335,920.88	40,381.52
11-1xx-100-290	53220	Other Employee Benefits	43,476.00	0.00	43,476.00	0.00	0.00	43,476.00
<b>11-1xx-100-2xx</b>	<b>53240</b>	<b>Total Regular Programs - Instruction</b>	<b>595,131.00</b>	<b>0.00</b>	<b>595,131.00</b>	<b>175,352.60</b>	<b>335,920.88</b>	<b>83,857.52</b>
<b>----- Special Programs - Instruction</b>								
11-2xx-100-270	54180	Health Benefits	42,631.00	0.00	42,631.00	7,941.28	24,629.46	10,060.26
<b>11-2xx-100-2xx</b>	<b>54240</b>	<b>Total Special Programs - Instruction</b>	<b>42,631.00</b>	<b>0.00</b>	<b>42,631.00</b>	<b>7,941.28</b>	<b>24,629.46</b>	<b>10,060.26</b>
<b>----- Attendance and Social Work Services</b>								
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	8,755.35	6,254.15	240.50
11-000-211-290	59220	Other Employee Benefits	8,476.00	0.00	8,476.00	0.00	0.00	8,476.00
<b>11-000-211-2xx</b>	<b>59240</b>	<b>Total Attendance and Social Work Services</b>	<b>13,665.00</b>	<b>15,250.00</b>	<b>28,915.00</b>	<b>8,755.35</b>	<b>11,443.15</b>	<b>8,716.50</b>
<b>----- Health Services</b>								
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	4,083.55	11,097.99	220.46
<b>11-000-213-2xx</b>	<b>59740</b>	<b>Total Health Services</b>	<b>15,808.00</b>	<b>0.00</b>	<b>15,808.00</b>	<b>4,083.55</b>	<b>11,503.99</b>	<b>220.46</b>
<b>----- Speech, OT, PT and Related Services</b>								
11-000-216-270	60180	Health Benefits	44,044.00	0.00	44,044.00	11,593.51	31,878.73	571.76
<b>11-000-216-2xx</b>	<b>60240</b>	<b>Total Speech, OT, PT and Related Services</b>	<b>44,044.00</b>	<b>0.00</b>	<b>44,044.00</b>	<b>11,593.51</b>	<b>31,878.73</b>	<b>571.76</b>
<b>----- Other Support Services - Students - Extraordinary Services</b>								
11-000-217-270	60680	Health Benefits	33,462.00	0.00	33,462.00	12,560.95	20,424.69	476.36
11-000-217-290	60720	Other Employee Benefits	18,476.00	0.00	18,476.00	0.00	0.00	18,476.00
<b>11-000-217-2xx</b>	<b>60740</b>	<b>Total Other Support Services - Students - Extraordinary Services</b>	<b>51,938.00</b>	<b>0.00</b>	<b>51,938.00</b>	<b>12,560.95</b>	<b>20,424.69</b>	<b>18,952.36</b>
<b>----- Guidance</b>								
11-000-218-270	61180	Health Benefits	15,401.00	0.00	15,401.00	4,083.55	11,096.99	220.46
<b>11-000-218-2xx</b>	<b>61240</b>	<b>Total Guidance</b>	<b>15,401.00</b>	<b>0.00</b>	<b>15,401.00</b>	<b>4,083.55</b>	<b>11,096.99</b>	<b>220.46</b>
<b>----- Child Study Teams</b>								
11-000-219-270	61680	Health Benefits	61,169.00	0.00	61,169.00	19,066.47	40,893.55	1,208.98
<b>11-000-219-2xx</b>	<b>61740</b>	<b>Total Child Study Teams</b>	<b>61,169.00</b>	<b>0.00</b>	<b>61,169.00</b>	<b>19,066.47</b>	<b>40,893.55</b>	<b>1,208.98</b>
<b>----- Improvement of Instruction Services</b>								
11-000-221-220	62520	Social Security Contributions	1,824.00	0.00	1,824.00	0.00	1,824.00	0.00
<b>11-000-221-2xx</b>	<b>62740</b>	<b>Total Improvement of Instruction Services</b>	<b>1,824.00</b>	<b>0.00</b>	<b>1,824.00</b>	<b>0.00</b>	<b>1,824.00</b>	<b>0.00</b>
<b>----- Educational Media Services/School Library</b>								
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	11,114.39	30,719.97	1,163.64
<b>11-000-222-2xx</b>	<b>63240</b>	<b>Total Educational Media Services/School Library</b>	<b>49,479.00</b>	<b>0.00</b>	<b>49,479.00</b>	<b>11,114.39</b>	<b>37,200.97</b>	<b>1,163.64</b>
<b>----- Custodial Services</b>								
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
11-000-262-270	68445	Health Benefits	44,996.00	0.00	44,996.00	13,385.86	29,657.68	1,952.46
<b>11-000-262-2xx</b>	<b>68465</b>	<b>Total Custodial Services</b>	<b>109,047.00</b>	<b>0.00</b>	<b>109,047.00</b>	<b>57,244.29</b>	<b>47,658.68</b>	<b>4,144.03</b>

**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-xxx-xxx-2xx	70260	<b>Total Allocated Benefits</b>	<b>1,000,137.00</b>	<b>15,250.00</b>	<b>1,015,387.00</b>	<b>311,795.94</b>	<b>574,475.09</b>	<b>129,115.97</b>
<b>---- Unallocated Benefits</b>								
11-000-291-220	71020	Social Security Contributions	41,996.00	0.00	41,996.00	13,006.74	28,989.26	0.00
11-000-291-241	71060	Other Retirement Contributions - PERS	119,844.00	0.00	119,844.00	1,055.47	9,411.53	109,377.00
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	23,069.99	69,062.61	8,054.40
11-000-291-280	71200	Tuition Reimbursement	6,000.00	0.00	6,000.00	3,229.91	0.00	2,770.09
11-000-291-290	71220	Other Employee Benefits	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
<b>total unallocated benefits</b>	<b>71240</b>	<b>11-000-291-2xx</b>	<b>284,527.00</b>	<b>0.00</b>	<b>284,527.00</b>	<b>42,862.11</b>	<b>107,463.40</b>	<b>134,201.49</b>
11-xxx-xxx-2xx	71260	<b>Total Employee Benefits</b>	<b>1,284,664.00</b>	<b>15,250.00</b>	<b>1,299,914.00</b>	<b>354,658.05</b>	<b>681,938.49</b>	<b>263,317.46</b>
	72140	<b>Total Undistributed Expenditures</b>	<b>5,215,365.00</b>	<b>2,300.00</b>	<b>5,217,665.00</b>	<b>857,445.59</b>	<b>1,833,185.11</b>	<b>2,527,034.30</b>
	72260	<b>Total General Expense</b>	<b>7,802,016.00</b>	<b>0.00</b>	<b>7,802,016.00</b>	<b>1,209,345.83</b>	<b>3,826,134.11</b>	<b>2,766,536.06</b>
<b>- Capital Outlay</b>								
<b>-- Facilities Acquisition and Construction Services</b>								
12-000-400-896	76210	Assessment for Debt Service on SDA Funding	21,662.00	0.00	21,662.00	2,166.20	19,495.80	0.00
12-000-400-xxx	76260	<b>Total Facilities Acquisition and Construction Services</b>	<b>21,662.00</b>	<b>0.00</b>	<b>21,662.00</b>	<b>2,166.20</b>	<b>19,495.80</b>	<b>0.00</b>
12-xxx-xxx-xxx	76400	<b>Total Capital Outlay</b>	<b>21,662.00</b>	<b>0.00</b>	<b>21,662.00</b>	<b>2,166.20</b>	<b>19,495.80</b>	<b>0.00</b>
<b>- Fund 10 Items</b>								
10-000-100-56x	84000	Transfer of Funds to Charter Schools	62,809.00	0.00	62,809.00	9,796.00	53,013.00	0.00
10-xxx-xxx-xxx	Total Fund 10 Items		<b>62,809.00</b>	<b>0.00</b>	<b>62,809.00</b>	<b>9,796.00</b>	<b>53,013.00</b>	<b>0.00</b>
	84060	<b>Total General Fund</b>	<b>7,886,487.00</b>	<b>0.00</b>	<b>7,886,487.00</b>	<b>1,221,308.03</b>	<b>3,898,642.91</b>	<b>2,766,536.06</b>

*David Tye*  
10/1/24

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

**Fund 20 - Interim Balance Sheet  
For the three month period ending 09/30/2024**

**Assets and Resources**

<b>Assets</b>			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		(316,136.62)
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	676,100.58	
xxx	Other Current AssetsAccounts Receivable:		676,100.58
			<u>359,963.96</u>

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	1,203,129.90	
302	Less Revenues	719,225.00	483,904.90
			<u>483,904.90</u>
Total Assets and Resources:			<u><u>843,868.86</u></u>

**Liabilities and Fund Equity**

<b>Liabilities</b>			
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		756,621.73		
754+753	Reserve for Encumbrances - Current + Prior			<u>756,621.73</u>	
	Reserve Fund Balance:				
601	Appropriations		1,203,129.90		
602	Less: Expenditures	359,261.04			
603	Encumbrances	756,621.73	(1,115,882.77)	87,247.13	
					<u>843,868.86</u>
Total Liabilities and Fund Equity:					<u><u>843,868.86</u></u>

**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 three month period ending 09/30/2024**

**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	20,780.00	20,780.00	20,780.00		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	483,904.90	483,904.90	0.00	Under	483,904.90
-		<b>Total Revenues/Sources Of Funds</b>	<b>698,445.00</b>	<b>504,684.90</b>	<b>1,203,129.90</b>	<b>719,225.00</b>	<b>Under</b>	<b>483,904.90</b>

**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	20,780.00	20,780.00	0.00	0.00	20,780.00
		<b>Total Local Projects</b>	<b>0.00</b>	<b>20,780.00</b>	<b>20,780.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,780.00</b>

**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	111,024.63	582,380.24	5,040.13
20-xxx-xxx-xxx		<b>Total State Projects</b>	<b>698,445.00</b>	<b>0.00</b>	<b>698,445.00</b>	<b>111,024.63</b>	<b>582,380.24</b>	<b>5,040.13</b>

**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	7,731.37	70,517.63	14,920.00
20-xxx-xxx-xxx	88520	Title II	0.00	10,096.00	10,096.00	0.00	3,800.00	6,296.00
20-xxx-xxx-xxx	88540	Title III	0.00	17,441.00	17,441.00	584.30	5,258.70	11,598.00
20-xxx-xxx-xxx	88560	Title IV	0.00	10,000.00	10,000.00	0.00	7,600.00	2,400.00
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	0.00	122,952.00	122,952.00	9,673.84	87,065.16	26,213.00
-		Additional Federal Grants	0.00	230,246.90	230,246.90	230,246.90	0.00	0.00
20-xxx-xxx-xxx		<b>Total Federal Projects</b>	<b>0.00</b>	<b>483,904.90</b>	<b>483,904.90</b>	<b>248,236.41</b>	<b>174,241.49</b>	<b>61,427.00</b>
		<b>Total Special Revenue Fund</b>	<b>698,445.00</b>	<b>504,684.90</b>	<b>1,203,129.90</b>	<b>359,261.04</b>	<b>756,621.73</b>	<b>87,247.13</b>

**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 three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
<b>Revenues/Sources of Funds</b>							
<b>- Transfers from Other Funds</b>							
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	<b>Total Transfers from Other Funds</b>	<b>93,126.00</b>	<b>0.00</b>	<b>93,126.00</b>	<b>93,126.00</b>	<b>0.00</b>
<b>- Local Sources</b>							
20-1xxx	740	Other Revenue from Local Sources	0.00	20,780.00	20,780.00	20,780.00	0.00
20-1xxx	745	<b>Total Local Sources</b>	<b>0.00</b>	<b>20,780.00</b>	<b>20,780.00</b>	<b>20,780.00</b>	<b>0.00</b>
<b>- State Sources</b>							
20-3218	760	Preschool Education Aid	605,319.00	0.00	605,319.00	605,319.00	0.00
20-3xxx	770	<b>Total from State Sources</b>	<b>605,319.00</b>	<b>0.00</b>	<b>605,319.00</b>	<b>605,319.00</b>	<b>0.00</b>
<b>- Federal Sources</b>							
20-4411- 4414	775	Title I	0.00	93,169.00	93,169.00	0.00	93,169.00
20-4451- 4455	780	Title II	0.00	10,096.00	10,096.00	0.00	10,096.00
20-4491- 4494	785	Title III	0.00	17,441.00	17,441.00	0.00	17,441.00
20-4471- 4474	790	Title IV	0.00	10,000.00	10,000.00	0.00	10,000.00
20-4420- 4429	805	I.D.E.A. Part B (Handicapped)	0.00	122,952.00	122,952.00	0.00	122,952.00
20-4542	807	ARP ESSER Subgrant Evidence-Based Summer Learning and Enrichment Activities Grant	0.00	25,378.26	25,378.26	0.00	25,378.26
20-4540	814	ARP ESSER	0.00	204,868.64	204,868.64	0.00	204,868.64
20-4xxx	830	<b>Total from Federal Sources</b>	<b>0.00</b>	<b>483,904.90</b>	<b>483,904.90</b>	<b>0.00</b>	<b>483,904.90</b>
-		<b>Total Revenues/Sources of Funds</b>	<b>698,445.00</b>	<b>504,684.90</b>	<b>1,203,129.90</b>	<b>719,225.00</b>	<b>483,904.90</b>

**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 three month period ending 09/30/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Special Revenue Fund</b>								
<b>- Local Projects</b>								
<b>-- Local Projects</b>								
20-xxx-xxx-xxx	84100	Local Projects	0.00	20,780.00	20,780.00	0.00	0.00	20,780.00
20-xxx-xxx-xxx	84100		0.00	20,780.00	20,780.00	0.00	0.00	20,780.00
-		<b>Total Local Projects</b>	0.00	20,780.00	20,780.00	0.00	0.00	20,780.00
<b>- State Projects</b>								
<b>-- Preschool Education Aid</b>								
<b>--- PEA Instruction</b>								
20-218-100-101	85000	Salaries of Teachers	266,131.00	0.00	266,131.00	26,185.90	239,945.10	0.00
20-218-100-106	85020	Other Salaries for Instruction	129,686.00	0.00	129,686.00	12,968.55	116,717.45	0.00
20-218-100-600	85080	General Supplies	5,528.00	0.00	5,528.00	2,390.43	2,636.85	500.72
20-218-100-800	85100	Other Objects	8,972.00	0.00	8,972.00	3,500.00	1,525.00	3,947.00
20-218-100-xxx	85120	<b>Total Preschool Education Aid</b>	410,317.00	0.00	410,317.00	45,044.88	360,824.40	4,447.72
<b>--- PEA - Support Services</b>								
20-218-200-102	86000	Salaries of Supervisors of Instruction	57,000.00	0.00	57,000.00	14,250.00	42,750.00	0.00
20-218-200-104	86040	Salaries of Other Professional Staff	26,402.00	0.00	26,402.00	7,811.18	18,590.82	0.00
20-218-200-173	86100	Salaries of Community Parent Involvement Specialist	7,125.00	0.00	7,125.00	712.50	6,412.50	0.00
20-218-200-176	86120	Salaries of Master Teachers	25,209.00	0.00	25,209.00	0.00	25,209.00	0.00
20-218-200-200	86140	Personal Services - Employee Benefits	156,892.00	0.00	156,892.00	43,206.07	113,685.93	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	<b>Total PEA - Support Services</b>	288,128.00	0.00	288,128.00	65,979.75	221,555.84	592.41
20-218-xxx-xxx	87100	<b>Total Preschool Education Aid</b>	698,445.00	0.00	698,445.00	111,024.63	582,380.24	5,040.13
72260		<b>Total State Projects</b>	698,445.00	0.00	698,445.00	111,024.63	582,380.24	5,040.13
<b>- Federal Projects</b>								
<b>-- Title I</b>								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	0.00	74,334.00	74,334.00	7,346.50	66,987.50	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	384.87	3,530.13	14,820.00
20-xxx-xxx-xxx	88500	<b>Total Title I</b>	0.00	93,169.00	93,169.00	7,731.37	70,517.63	14,920.00
<b>-- Title II</b>								
20-xxx-200-300	88512	Professional Tech Services- Support	0.00	3,800.00	3,800.00	0.00	3,800.00	0.00
20-xxx-200-500	88514	Other Purchased Services - Support	0.00	6,296.00	6,296.00	0.00	0.00	6,296.00
20-xxx-xxx-xxx	88520	<b>Total Title II</b>	0.00	10,096.00	10,096.00	0.00	3,800.00	6,296.00
<b>-- Title III</b>								
20-xxx-100-101	88521	Salaries- Instruction- Salaries of Teacher	0.00	5,843.00	5,843.00	584.30	5,258.70	0.00
20-xxx-100-600	88525	Instructional Supplies- Instruction	0.00	7,458.00	7,458.00	0.00	0.00	7,458.00
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	100.00	100.00	0.00	0.00	100.00
20-xxx-xxx-xxx	88540	<b>Total Title III</b>	0.00	17,441.00	17,441.00	584.30	5,258.70	11,598.00
<b>-- Title IV</b>								
20-xxx-200-300	88552	Professional Tech Services- Support	0.00	10,000.00	10,000.00	0.00	7,600.00	2,400.00
20-xxx-xxx-xxx	88560	<b>Total Title IV</b>	0.00	10,000.00	10,000.00	0.00	7,600.00	2,400.00
<b>-- I.D.E.A. Part B (Handicapped)</b>								
20-xxx-100-101	88601	Salaries- Instruction- Salaries of Teacher	0.00	34,691.00	34,691.00	3,469.10	31,221.90	0.00
20-xxx-100-110	88602	Salaries- Other Salaries	0.00	57,638.00	57,638.00	5,763.80	51,874.20	0.00
20-xxx-200-200	88611	Benefits	0.00	26,613.00	26,613.00	440.94	3,969.06	22,203.00
20-xxx-200-300	88612	Professional Tech Services- Support	0.00	4,010.00	4,010.00	0.00	0.00	4,010.00

**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	<b>Total I.D.E.A. Part B (Handicapped)</b>	<b>0.00</b>	<b>122,952.00</b>	<b>122,952.00</b>	<b>9,673.84</b>	<b>87,065.16</b>	<b>26,213.00</b>
<b>-- Additional Federal Grants</b>								
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	-	<b>Total Additional Federal Grants</b>	<b>0.00</b>	<b>230,246.90</b>	<b>230,246.90</b>	<b>230,246.90</b>	<b>0.00</b>	<b>0.00</b>
20-xxx-xxx-xxx	88740	<b>Total Federal Projects</b>	<b>0.00</b>	<b>483,904.90</b>	<b>483,904.90</b>	<b>248,236.41</b>	<b>174,241.49</b>	<b>61,427.00</b>
	88760	<b>Total Special Revenue Fund</b>	<b>698,445.00</b>	<b>504,684.90</b>	<b>1,203,129.90</b>	<b>359,261.04</b>	<b>756,621.73</b>	<b>87,247.13</b>

*David Tapp 10/1/24*



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

**Fund 30 - Interim Balance Sheet  
For the three month period ending 09/30/2024**

**Assets and Resources**

Account Number	Account Name	Subtotal Balance	Balance
----------------	--------------	------------------	---------

Accounts Receivable:

Loans Receivable:

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
----------------	--------------	------------------	---------

301	Estimated Revenues	0.00	
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302	Less Revenues	0.00	0.00
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0.00

Total Assets and Resources: 0.00

**Liabilities and Fund Equity**

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 - Interim Statements Comparing Budgeted Revenue with Actual to Date  
and Appropriations with Expenditures and Encumbrances to Date  
For the three month period ending 09/30/2024**

**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
	-	<b>Total Revenues/Sources Of Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

**Total Capital Projects Fund Expenditures**

<b>Total Capital Projects Fund Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**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 three month period ending 09/30/2024**

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

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 three month period ending 09/30/2024

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

David Tye 10/1/24

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

**Fund 40 - Interim Balance Sheet  
For the three month period ending 09/30/2024**

**Assets and Resources**

<b>Assets</b>			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		9.57
	Accounts Receivable:		
	Loans Receivable:		
			<u>9.57</u>

**Resources**

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

**Liabilities and Fund Equity**

<b>Liabilities</b>			
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	
					<u>9.57</u>
<b>Total Liabilities and Fund Equity:</b>					<u><u>9.57</u></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 three month period ending 09/30/2024**

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**

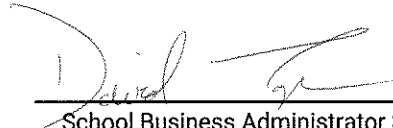
**Fund 40 - Schedule of Revenues  
Actual Compared with Estimate  
For the three month period ending 09/30/2024**

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

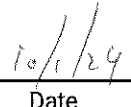
**Report of the Secretary to the Board of Education  
Bradley Beach Board of Education**

**Fund 40 - Statement of Appropriations  
Compared with Expenditures and Encumbrances  
For the three month period ending 09/30/2024**

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



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



\_\_\_\_\_  
Date




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

9/30/24

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	\$2,430,284.79	\$77,063.59	\$768,722.89	\$1,738,625.49
SPECIAL REVENUE FUND--FUND 20	(\$197,943.43)	\$153,658.00	\$271,851.19	(\$316,136.62)
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	\$2,232,350.93	\$230,721.59	\$1,040,574.08	\$1,422,498.44
ENTERPRISE FUND--FUND 5X	\$39,774.73	\$1,392.58	\$0.00	\$41,167.31
PAYROLL	\$24.92	\$227,777.01	\$227,770.69	\$31.24
PAYROLL AGENCY	\$838.98	\$190,681.76	\$169,203.64	\$22,317.10
UNEMPLOYMENT TRUST	\$52,336.51	\$45.76	\$0.00	\$52,382.27
TOTAL TRUST & AGENCY FUNDS	\$53,200.41	\$418,504.53	\$396,974.33	\$74,730.61
TOTAL ALL FUNDS	\$2,325,326.07	\$650,618.70	\$1,437,548.41	\$1,538,396.36

PREPARED &amp; SUBMITTED BY



10/7/2024

TREASURER OF SCHOOL MONIES

DATE

## BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT

BANK: BANK OF AMERICA

ACCOUNT #726-0100062

STATEMENT DATE: 9/30/24

BALANCE PER BANK

\$1,530,968.55

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
	\$108,470.09
OTHER	\$0.00
	\$0.02
TOTAL DEDUCTIONS	\$108,470.11

NET RECONCILING ITEMS (\$108,470.11)

ADJUSTED BALANCE PER BANK \$1,422,498.44

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: 9/30/24

BALANCE PER BANK

\$27,428.28

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

TOTAL DEPOSITS IN TRANSIT \$0.00

DEDUCTIONS: OUTSTANDING CHECKS	AMOUNT
	\$5,111.18
OTHER	\$0.00
TOTAL DEDUCTIONS	\$5,111.18

NET RECONCILING ITEMS (\$5,111.18)

ADJUSTED BALANCE PER BANK \$22,317.10

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: 9/30/24

BALANCE PER BANK

\$2,172.39

ADDITIONS: DEPOSITS IN TRANSIT      DATE      AMOUNT

\$0.00

\$0.00

\$0.00

TOTAL DEPOSITS IN TRANSIT

\$0.00

AMOUNT

DEDUCTIONS: OUTSTANDING CHECKS

\$2,141.15

OTHER

\$0.00

TOTAL DEDUCTIONS

\$2,141.15

NET RECONCILING ITEMS

(\$2,141.15)

ADJUSTED BALANCE PER BANK

\$31.24

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: 9/30/24

BALANCE PER BANK

\$52,382.27

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

\$52,382.27

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: 9/30/24

BALANCE PER BANK			\$41,167.31
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	
NET RECONCILING ITEMS		\$0.00	
ADJUSTED BALANCE PER BANK			\$41,167.31

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 9/30/24  
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37530	\$2,050.82		
37531	\$90.33		

GRAND TOTAL, SALARY ACCOUNT

\$2,141.15

OUTSTANDING CHECKS AS OF 9/30/24  
CASH ACCOUNT #726-0100062

PAGE 6 OF 6

CHECK #	AMOUNT	CHECK #	AMOUNT
22135	\$109.96		
22163	\$46.44		
22190	\$582.50		
23340	\$60.00		
22437	\$1,850.00		
22463	\$890.00		
22479	\$582.50		
22521	\$754.97		
22534	\$463.78		
22537	\$9,784.00		
22540	\$62,710.94		
22545	\$29,800.00		
22552	\$610.00		
22557	\$225.00		

OUTSTANDING CHECKS AS OF 9/30/24  
PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT
7583	\$130.74		
7584	\$4,980.44		

Bradley Beach Board of Education  
Account Maintenance Report  
Appropriation Adjustments and Transfers for 2024-25 09/30/2024 - 09/30/2024

[Adjustment] Tx: 30717 to record September Transfers

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
9/30/2024	11	11-000-219-104-00- SU	Salaries CST Summer	Adjustment	1,125.00	-500.00	625.00
9/30/2024	11	11-000-219-800-00	Other objects	Adjustment	2,000.00	500.00	2,500.00
9/30/2024	11	11-000-251-340-00	Purchased technical services	Adjustment	16,827.00	7,000.00	23,827.00
9/30/2024	11	11-000-261-800-00	Other objects	Adjustment	38,437.00	-7,000.00	31,437.00
9/30/2024	11	11-000-262-490-01	Water-Bradley Beach	Adjustment	5,150.00	2,850.00	8,000.00
9/30/2024	11	11-000-262-520-00	Insurance	Adjustment	81,990.00	-2,850.00	79,140.00
9/30/2024	11	11-190-100-610-07- TE	Tech Supplies	Adjustment	12,200.00	-2,000.00	10,200.00
9/30/2024	11	11-190-100-610-08- TE	Technology Software	Adjustment	25,000.00	2,000.00	27,000.00
						.00	





**Bradley Beach Board of Education  
Bills and Claims  
Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
A.A. Physical Therapy Services LLC	11-000-216-320-00	2006	PO-25-000223	Service Inv: SEPT.	25-0084	22580	400.00
Academy Charter High School	11-000-500-561-00	2124	PO-25-000084	Service Inv: SEPT	25-0084	22581	400.00
Academy Charter High School	11-000-500-561-00	2124	PO-25-000084	Service Inv: OCT.	25-0084	22581	5,300.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-25-000054	Service Inv: 591601	25-0084	22582	5,300.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-25-000201	Service Inv: 595073	25-0084	22582	10,600.00
Allied Fire & Safety Equipment Company	11-000-266-420-00	88	PO-25-000211	Service Inv: 118704	25-0084	22583	70.00
Allied Fire & Safety Equipment Company	11-000-266-420-00	88	PO-25-000212	Service Inv: 118704	25-0084	22583	449.00
Asbury Park Press	11-000-230-590-00	1003	PO-25-000199	Service Inv: 10584603	25-0084	22584	519.00
Atlantic Tomorrows Office	11-190-100-800-00-CP	ATLAN TIC	PO-25-000198	Service Inv: 886306	25-0084	22585	5,000.00
Atlantic Tomorrows Office	11-190-100-800-00-CP	ATLAN TIC	PO-25-000228	Service Inv: 958571	25-0084	22585	731.08
Bradley Beach BOE	12-000-400-896-00	BBSDA	PO-25-000128	Service Inv: OCT	25-0084	22586	361.68
Ceramic Supply Inc.	11-190-100-610-11-AR	CERAMI	PO-25-000095	Supplies Inv: 49228216	25-0084	22587	1,092.76
Curriculum Associates	11-190-100-610-08-TE	1403	PO-25-000144	Se4rvice Inv: 90847102	25-0084	22588	2,166.20
Delisa Demolition and Disposal	11-000-261-420-00	DELISA	PO-25-000050	Service Inv: OCT.	25-0084	22589	542.49
Delisa Demolition and Disposal	11-000-261-420-00	DELISA	PO-25-000188	Service Inv: 306870	25-0084	22589	542.49
DI Cara Rubino Architects	11-000-230-334-00	DICARA	PO-25-000129	Service Inv: 0012410	25-0084	22590	10,192.00
DI Cara Rubino Architects	11-000-230-334-00	DICARA	PO-25-000229	Service	25-0084	22590	10,192.00
Direct Energy Business	11-000-262-622-00	DE	PO-25-000182	Service Inv: SEPT	25-0084	22591	526.05
							293.30
							819.35
							1,050.00
							48.79
							1,098.79
							1,687.06
							1,687.06

**Bradley Beach Board of Education  
Bills and Claims  
Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**

Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount
Discount School Supply	20-218-100-600-00	DISCOU	PO-25-000032	Supplies Inv: P43067340101	25-0084	22592	226.46
Discount School Supply	20-218-100-600-00	DISCOU	PO-25-000033	Supplies Inv: P4306732	25-0084	22592	1,565.78
Environmental Connection	11-000-261-800-00	4246	PO-25-000150	service Inv: 24321-01	25-0084	22593	<b>1,792.24</b> 1,150.00
Grainger	11-000-261-610-00	GRAING	PO-25-000195	Supplies Inv: 9270385322	25-0084	22594	<b>1,150.00</b> 175.84
Grainger	11-000-261-420-00	GRAING	PO-25-000197	Service Inv: 9261846209	25-0084	22594	259.64
Handle with care behavior management system,Inc	20-218-200-800-00	132	25-000125	Service Inv: 2024-1564	25-0084	22595	<b>435.48</b> 1,525.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	HORIZO	PO-25-000060	Service Inv: OCTOBER	25-0084	22596	<b>1,525.00</b> 1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	3,902.31
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	2,803.98
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	7,804.62
Horizon Blue Cross Blue Shield of New Jersey	11-000-222-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	4,227.85
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	9,841.71
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	1,380.11
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	33,036.07
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	22,445.72
Horizon Blue Cross Blue Shield of New Jersey	11-214-100-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	.00
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	HORIZO	PO-25-000060	Service	25-0084	22596	2,803.98
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	HORIZO	PO-25-000060	Service	25-0084	22596	14,758.27
							<b>107,144.95</b>

**Bradley Beach Board of Education  
Bills and Claims  
Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Horizon Blue Cross/Blue Shield	11-000-211-270-00	DENTA L	PO-25-000061	Service Inv: OCTOBER	25-0084	22597	54.56
Horizon Blue Cross/Blue Shield	11-000-213-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	54.56
Horizon Blue Cross/Blue Shield	11-000-216-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	152.78
Horizon Blue Cross/Blue Shield	11-000-217-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	109.12
Horizon Blue Cross/Blue Shield	11-000-218-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	54.56
Horizon Blue Cross/Blue Shield	11-000-219-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	305.56
Horizon Blue Cross/Blue Shield	11-000-222-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	.00
Horizon Blue Cross/Blue Shield	11-000-262-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	163.68
Horizon Blue Cross/Blue Shield	11-000-291-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	458.34
Horizon Blue Cross/Blue Shield	11-110-100-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	54.56
Horizon Blue Cross/Blue Shield	11-120-100-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	1,473.21
Horizon Blue Cross/Blue Shield	11-130-100-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	905.75
Horizon Blue Cross/Blue Shield	11-214-100-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	.00
Horizon Blue Cross/Blue Shield	11-240-100-270-00	DENTA L	PO-25-000061	Service	25-0084	22597	109.12
Horizon Blue Cross/Blue Shield	20-218-200-200-00	DENTA L	PO-25-000061	Service	25-0084	22597	567.46
Jersey Central Power & Light	11-000-262-622-00	3021	PO-25-000183	Service Inv: SEPT	25-0084	22598	<b>4,463.26</b> 1,249.69
Kenney, Gross, Kovats & Parton	11-000-230-331-00	000002	PO-25-000210	service Inv: JULY	25-0084	22599	<b>1,249.69</b> 2,600.00
Kiefer Awards Company	11-000-251-600-00	KIE	PO-25-000083	Supplies Inv: 5874	25-0084	22600	<b>2,600.00</b> 15.00
Klarr Transport Service Inc.	11-190-100-500-00	KLA	PO-25-000196	Service Inv: 2024-197	25-0084	22601	<b>15.00</b> 300.00
Lexia	11-190-100-610-07-TE	LEX	PO-25-000038	Service Inv: 8009801	25-0084	22602	<b>300.00</b> 1,000.00
Monarch Electric Company	11-000-261-610-00	MONAR C	PO-25-000189	Supplies Inv: S126094624-001	25-0084	22603	<b>1,000.00</b> 495.00

**Bradley Beach Board of Education  
Bills and Claims  
Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
New Jersey American Water	11-000-262-490-01	1206	PO-25-000179	Service Inv: SEPT	25-0084	22604	<b>495.00</b> 583.25
New Jersey Association of Designated Persons	11-000-261-800-00	NJADP	PO-25-000191	Service Inv: 2425074	25-0084	22605	<b>583.25</b> 150.00
New Jersey Natural Gas	11-000-262-621-00	NJNG	PO-25-000180	Service Inv: SEPT	25-0084	22606	<b>150.00</b> 1,128.91
NRG Business Marketing	11-000-262-621-00	95	PO-25-000181	Service	25-0084	22607	<b>1,128.91</b> 23.30
Optimum	11-000-230-530-00	OPT	PO-25-000051	Service Inv: 09/15 - 10/14	25-0084	22608	<b>23.30</b> 101.40
Pitney Bowes, Inc.	11-000-230-530-00	46	PO-25-000059	Service Inv: 3319782770 11/30 - 01/29	25-0084	22609	<b>101.40</b> 323.91
PowerSchool Group, LLC	11-000-261-800-00	POWER S	PO-25-000162	Service Inv: 423445	25-0084	22610	<b>323.91</b> 1,250.10
Purchase Power	11-000-230-530-00	PURCH A	PO-25-000230	Service Inv: 80000-90000-0651-6458	25-0084	22611	<b>1,250.10</b> 500.00
Really Good Stuff, LLC	11-000-218-600-00	70000	PO-25-000114	Supplies Inv: 8630298	25-0084	22613	<b>500.00</b> 182.18
Really Great Reading Company LLC.	11-190-100-610-00	120	PO-25-000160	Supplies Inv: 49449	25-0084	22614	<b>182.18</b> 4,352.70
Scholastic Classroom	11-190-100-610-00	4316	PO-25-000085	Supplies Inv: M7522869	25-0084	22615	<b>4,352.70</b> 1,190.69
School Specialty	11-190-100-610-00-56	69	PO-25-000104	Supplies Inv: 208134849884	25-0084	22616	<b>1,190.69</b> 91.49
School Specialty	11-190-100-610-11-AR	69	PO-25-000105	Supplies Inv: 308104635146	25-0084	22616	<b>91.49</b> 1,676.80
School Specialty	11-190-100-610-13-WL	69	PO-25-000106	Supplies Inv: 208134783187	25-0084	22616	<b>1,676.80</b> 166.45
School Specialty	11-190-100-610-00-KD	69	PO-25-000108	Supplies Inv: 208134782391	25-0084	22616	<b>166.45</b> 65.68
School Specialty	11-190-100-610-00-KD	69	PO-25-000110	supplies Inv: 308104620764	25-0084	22616	<b>65.68</b> 77.55
School Specialty	11-190-100-610-00-78	69	PO-25-000214	Supplies Inv: 208134782906	25-0084	22616	<b>77.55</b> 22.13
							<b>2,100.10</b>

**Bradley Beach Board of Education  
Bills and Claims  
Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount
Servicemaster Clean, Inc.	11-000-261-420-00	SERMA	25-000209	Service Inv: D1035785	25-0084	22617	1,552.95
Staff Development Workshops Inc.	20-270-200-320-00	STAFF	PO-25-000194	Service	25-0084	22618	<b>1,552.95</b> 3,800.00
Stapleslink	11-190-100-610-10-ST	STAPLE	PO-25-000088	Supplies	25-0084	22619	1,067.05
Stapleslink	11-190-100-610-00-78	STAPLE	PO-25-000090	Supplies	25-0084	22619	169.68
Stapleslink	11-190-100-610-00-78	STAPLE	PO-25-000092	Supplies	25-0084	22619	217.40
Stapleslink	11-190-100-610-00-03	STAPLE	PO-25-000093	Supplies	25-0084	22619	190.02
Stapleslink	11-000-221-600-00	STAPLE	PO-25-000152	Supplies	25-0084	22619	433.61
Stapleslink	11-000-230-610-00	STAPLE	PO-25-000153	Supplies	25-0084	22619	268.97
Stapleslink	11-190-100-610-00	STAPLE	PO-25-000165	Supplies Inv: 6011821595	25-0084	22619	1,610.68
Stapleslink	11-190-100-610-07-TE	STAPLE	PO-25-000175	Tech Supplies Inv: 6011821594	25-0084	22619	1,075.39
State of New Jersey	11-000-261-800-00	LABOR	PO-25-000227	Service	25-0084	22620	<b>5,032.80</b> 151.50
Superior Environmental Equipment Corp.	11-000-261-420-00	SUP	PO-25-000193	Service Inv: 03062566	25-0084	22621	<b>151.50</b> 900.00
Synergy Rehab LLC	11-000-216-320-00	SYN	PO-25-000226	Service Inv: SEPTEMBER 2024	25-0084	22622	<b>900.00</b> 3,357.50
T & M Landscaping Services LLC.	11-000-261-420-00	80	PO-25-000157	Service Inv: 368	25-0084	22623	<b>3,357.50</b> 2,100.00
Teacher Direct	11-190-100-610-00-56	TEDIRE	PO-25-000111	Supplies Inv: 2024/08588	25-0084	22624	<b>2,100.00</b> 119.11
Teacher Direct	20-218-100-600-00	TEDIRE	PO-25-000116	Supplies Inv: 2024/08589	25-0084	22624	108.50
Teacher Direct	11-190-100-610-00	TEDIRE	PO-25-000117	Supplies Inv: 2024/08590	25-0084	22624	177.80
Teacher Direct	11-190-100-610-00	TEDIRE	PO-25-000118	Supplies Inv: 2024/08591	25-0084	22624	120.05
Teacher Direct	11-190-100-610-00-56	TEDIRE	PO-25-000119	Supplies Inv: 2024/08592	25-0084	22624	187.75
Teacher Direct	11-190-100-610-00-02	TEDIRE	PO-25-000120	Supplies Inv: 2024/08593	25-0084	22624	201.16
Teacher Direct	20-218-100-600-00	TEDIRE	PO-25-000121	Supplies Inv: 2024/08594	25-0084	22624	218.00
Teacher Direct	11-190-100-610-00-01	TEDIRE	PO-25-000122	Supplies Inv: 2024/08794	25-0084	22624	149.51
Teacher Direct	11-190-100-610-00-KD	TEDIRE	PO-25-000123	Supplies Inv: 2024/08795	25-0084	22624	197.87

**Bradley Beach Board of Education**  
**Bills and Claims**  
**Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**


Vendor Name	Account Number	ID	PO Number	Description	Batch	Check #	Amount
Teacher Direct	11-190-100-610-00-KD	TEDIRE	PO-25-000124	Supplies Inv: 2024/08595	25-0084	22624	136.79
The Reading Warehouse	11-190-100-610-00	130	PO-25-000023	General Supplies Inv: 233304	25-0084	22612	1,616.54 141.15
Tobii Dynavox	11-000-219-600-00	134	PO-25-000200	Service Inv: 00489365	25-0084	22625	141.15 199.00
Twin Rocks Water	11-000-213-800-00	TW	PO-25-000178	Service Inv: SEPT	25-0084	22626	199.00 59.95
Twin Rocks Water	11-000-219-800-00	TW	PO-25-000178	Service	25-0084	22626	55.60 115.55
Verizon	11-000-230-530-01	VER	PO-25-000177	Service Inv: 9974608466	25-0084	22627	152.06 152.06
Wind River Environmental, LLC.	11-000-261-420-00	WIND	PO-25-000208	Service Inv: 6563891	25-0084	22628	152.06 1,276.71
Xtel Communications	11-190-100-800-00-CP	530	PO-25-000079	Service Inv: AUG - SEPT	25-0084	22629	1,276.71 3,498.69
							3,498.69

**Bradley Beach Board of Education**  
**Bills and Claims**  
**Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)**

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
11 General Current Expense	000 Undistributed Expenditures	59	76,737.15		76,737.15
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	34,509.28		34,509.28
11 General Current Expense	130 Regular Programs - Grades 6-8	2	23,351.47		23,351.47
11 General Current Expense	190 Regular Programs - Undistributed	30	30,030.84		30,030.84
11 General Current Expense	214 Special Education - Autism	2	.00		.00
11 General Current Expense	240 Bilingual Education - Instruction	2	2,913.10		2,913.10
	<b>Fund total:</b>		<b>168,976.51</b>		<b>168,976.51</b>
12 Capital Outlay	000 Undistributed Expenditures	1	2,166.20		2,166.20
	<b>Fund total:</b>		<b>2,166.20</b>		<b>2,166.20</b>
20 Special Revenue Fund	218 Preschool Education	7	18,969.47		18,969.47
20 Special Revenue Fund	270 ESSA Title IIA / IID	1	3,800.00		3,800.00
	<b>Fund total:</b>		<b>22,769.47</b>		<b>22,769.47</b>
	<b>Grand totals:</b>	108	<b>193,912.18</b>		<b>193,912.18</b>

Bradley Beach Board of Education  
Bills and Claims  
Batch 25-0084 Oct. 2024 Board Meeting (10/1/2024)

  
Business Administrator





Cafeteria Bill List				
10/15/24				
Vendor	Amount	Check #	Invoice	Purchase Order#
Maschio Food Service	13,622.19	1996	Sep-24	25-00001A
Total Bill List	13,622.19			