

BRADLEY BEACH BOARD OF EDUCATION

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

A G E N D A

**Regular Meeting
January 24, 2023**

I. Call To Order/ 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.

II. Flag Salute/Roll Call

III. Discussion Items

- Teacher of the Year – Ms. Courtney Hammell
- Education Specialist of the Year – Ms. Julie Ferwerda
- NJ Start Strong Presentation
- SSDS Reporting Period 1

IV. Student Representative Report

V. Committee Reports

VI. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – December 20, 2022
Confidential Executive Session – December 20, 2022
Reorganization Meeting – January 5, 2023
Special Meeting – January 10, 2023

MOTION: _____ SECOND: _____ VOTE: _____

VII. Superintendent's Report

Executive Session

A. Personnel

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

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1. Resolved: That the Board approve the appointment of the following substitute teacher, for the 2022/2023 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]
 - Anita Porcelli

2. Resolved: That the Board approve the Washington DC Trip Chaperones 2022/2023 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]
 - Ms. Jeanne Acerra
 - Ms. Nichole Covert
 - Ms. Ashley Fox
 - Mr. Daniel Grothues
 - Mr. Anthony LeProtto
 - Mr. Kevin Cosgrove

3. Resolved: That the Board retroactively approve the following staff to serve as translator, as needed, from January 1, 2023 through June 30, 2023, paid at the contractual rate of \$45 per hour, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]
 - Ms. Seham Nesheiwat

4. Resolved: That the Board approve the request for Maternity Leave by Mrs. Jessica Whitman, to begin on or about May 1, 2023 and ending on or about December 4, 2023. (Attachment VII-A.4)

5. Resolved: That the Board approve the salary adjustment for Ms. Tatiana Mincencova, Lunch Aide, to \$17.50 per hour effective February 1, 2023 to June 30, 2023, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. [B]

6. 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
Morgan Maclearie-Gonzalez	Self-paced	Affirmative Action Officer Certification Program	Virtual	\$500
Cindy Aurilio	1-31-23	Maximize the Power of Guided Math to Increase Learning	Virtual	\$279
Courtney Hammell Amanda Silverstein Emilee D'Angelo	3-29-23	Strengthening Your Math Instruction for ELLs	Virtual	\$777
Diana Rodrick	2-27-23	ELLs & Dyslexia	Virtual	\$279
Heather Keith	3-13-23	Enhancing Reader's Workshop	Virtual	\$279

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Alisa Guzzi Christina Boyle	2-16-23	MOESC Articulation	Bolger Middle Sch. 100 Palmer Place Keansburg, NJ 07734	\$0
Hilary Karpoff	1-30-23	ESL Teacher Meeting	Belmar Elementary School	\$0

MOTION: _____ SECOND: _____ VOTE: _____

B. Students

- Resolved: That the BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying, with no investigations in the Month of January.
- Resolved: That the Board approve the following 2022/2023 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
1-20-23 Retroactive	4th and 5th Grade Gifted and Talented Students	Newark Arts Museum	\$420	Included in cost
1-27-23	PreK	Neptune Shoprite	\$0	\$150
2-3-23 Tentative Date	8th Grade	Neptune Township High School	\$0	
3-1-23	Four 7th and 8th Grade Gifted and Talented Students	Shrewsbury Boro School	\$0	\$249

- Resolved: That the Board approve the following tuition contract for the 2022/2023 school year: [T]

ID No.	School	Location	Start Date	Annual Tuition Rate
2592	Ocean Academy	Bayville, NJ	1-3-23	\$333.73 x 109 = \$36,376.57

MOTION: _____ SECOND: _____ VOTE: _____

C. Policy

- Resolved: That the Board approve the updated Bradley Beach District Safe Return Plan Update. (Attachment VII-C.1)
- Resolved: That the Board approve the following Policies and Regulations for a first reading: (Attachment VII-C.2)

Policy/Regulation Number	Policy/Regulation Title
P 1648.11	The Road Forward COVID-19 - Health and Safety (M) (Abolished)

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P 1648.13	School Employee Vaccination Requirements (M) (Abolished)
P 0152	Board Officers (Revised)
P 0161	Call, Adjournment, and Cancellation (Revised)
P 0162	Notice of Board Meetings (Revised)
P & R 2423	Bilingual and ESL Education (M) (Revised)
P 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
R 2425	Emergency Virtual or Remote Instruction Program (M) (New)
P & R 5200	Attendance (M) (Revised)
P 8140	Student Enrollments (M) (Revised)
R 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
R 8420.10	Active Shooter (M) (Revised)

3. Resolved: That the Board approve the following Policies and Regulations for a second reading:

Policy/Regulation Number	Policy/Regulation Title
P 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
R 2460.30	Additional/Compensatory Special Education and Related Services (M) (New)
P 2622	Student Assessment (M)
P 3233	Political Activities (Revised)
P 5541	Anti-Hazing (M)
P & R 8465	Bias Crimes and Bias-Related Acts (M)
P 9560	Administration of School Surveys (M)
P 0155	Board Committees (M)
P 0155.1	Standing Committees (M)

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4. Resolved: That the Board approve the following resolution:

WHEREAS, The New Jersey School Boards Association has declared January 2023 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Bradley Beach Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Bradley Beach Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Bradley Beach Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2023 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Bradley Beach Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

MOTION: _____ SECOND: _____ VOTE: _____

VIII. Business Administrator/Board Secretary's Report

Board Secretary's Monthly Certification

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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 December 31, 2022 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 November amounts:

December 15, 2022	\$213,615.88
December 23, 2022	\$241,183.83

A. Approval of Special Public Meeting and Public Hearing Dates

Resolved: That the Board schedule the following meetings:

1. Workshop/Regular Public Meeting and Adoption of the 2023/2024 Tentative Budget on Thursday, March 16, 2023 at 7:00 p.m.
2. Special Formal Public Meeting/Final Adoption of the 2023/2024 School Budget on Tuesday, May 2, 2023 at 7:00 p.m. for the purpose of conducting a formal public hearing on the proposed budget for the 2023/2024 school year.

MOTION: _____ SECOND: _____ VOTE: _____

B. Approval of the Budget Calendar

Resolved: That the Board approve the Budget Calendar as per Attachment VIII-B.

MOTION: _____ SECOND: _____ VOTE: _____

C. Approval to Request Waiver for Special Education Medicaid Initiative (SEMI) Program

Resolved: That the Board approve the following resolution:

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023/2024 school year and

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

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NOW THEREFORE BE IT RESOLVED, that the Bradley Beach Board of Education hereby authorizes the School Business Administrator to submit to the Executive County Superintendent of Schools in the County of Monmouth an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2023/2024 school year.

MOTION: _____ SECOND: _____ VOTE: _____

D. Approval of Joint Transportation Agreement – Neptune Township

Resolved: That the Board approve the following joint transportation agreement with the Neptune Township Board of Education for the transportation of Bradley Beach students for the 2022/2023 school year. [T]

Route #	Destination	Total
OCA1	Ocean Academy	Estimated 110 days for total cost of \$14,263.70 \$129.67/day

MOTION: _____ SECOND: _____ VOTE: _____

E. Approval of Preschool Classroom Square Footage Waiver for Preschool Classroom-16 and Preschool Classroom-17 for the 2022/2023 School Year

Resolved: That the Board approve the Preschool Classroom Square Footage Waiver for Preschool Classroom-16 and Preschool Classroom-17 for the 2022/2023 school year as per Attachment VIII-E.

MOTION: _____ SECOND: _____ VOTE: _____

F. Approval of Architectural Proposal for Professional Services for the Nurse’s Office HVAC Upgrade

Resolved: That the Board approve the architectural proposal submitted by Di Cara Rubino Architects to perform professional services for the Nurse’s Office HVAC Upgrade. The total cost of this proposal is \$15,000 with an estimated construction cost of the project to be between \$100,000 and \$115,000. (Attachment VIII-F). [T]

MOTION: _____ SECOND: _____ VOTE: _____

G. Approval of Architectural Proposal for Professional Services for the Media Center HVAC Upgrade

Resolved: That the Board approve the architectural proposal submitted by Di Cara Rubino Architects to perform professional services for the Media Center HVAC Upgrade. The total cost of this proposal is \$13,000 with an estimated construction cost of the project to be between \$70,000 and \$85,000. (Attachment VIII-G) [T]

MOTION: _____ SECOND: _____ VOTE: _____

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H. Approval of Donation from Donors Choose

Resolved: That the Board approve the generous donation from Donors Choose of one HP Office Jet Pro printer and 3 boxes of toner. The estimated value of this donation is \$360.00.

MOTION: _____ SECOND: _____ VOTE: _____

I. Approval of Donation from Guzzi Masonry and Paving

Resolved: That the Board approve the generous donation of books to support the Read Across America initiative from Guzzi Masonry and Paving. The estimated value of this donation is \$500.00.

MOTION: _____ SECOND: _____ VOTE: _____

J. Appointment of Board Member

Resolved: That the Board appoint _____ as a Board member to fill the vacant unexpired term of office effective immediately. _____ shall serve until the organization meeting following the upcoming annual election (December 2023).

MOTION: _____ SECOND: _____ VOTE: _____

K. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending December 31, 2022 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment VIII-K)

MOTION: _____ SECOND: _____ VOTE: _____

L. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending December 31, 2022 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 VIII-L)

MOTION: _____ SECOND: _____ VOTE: _____

M. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of December 31, 2022, 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-

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16.10(c)3); that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)3, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: _____ SECOND: _____ VOTE: _____

N. Approval of Budget Transfers (2022/2023)

Resolved: That the Board approve the 2022/2023 budget transfers as listed on Attachment VIII-N.

MOTION: _____ SECOND: _____ VOTE: _____

O. Approval of December 2022 Payroll

Resolved: That the Board approve the December 2022 gross payroll in the amount of \$454,799.71.

MOTION: _____ SECOND: _____ VOTE: _____

P. Approval of Bills Payment

Resolved: That the Board approve payment of the January 24, 2023 regular bills list and as certified and approved. (Attachment VIII-P)

MOTION: _____ SECOND: _____ VOTE: _____

IX. Old Business

X. New Business

XI. President's Report

XII. Public Comments (Agenda Items Only)

XIII. Public Comments (Other Items Only)

XIV. Executive Session (if required)

XV. Adjournment

Jessica Whitman

Bradley Beach Elementary School
515 Brinley Avenue
Bradley Beach, NJ 07720

January 12, 2023

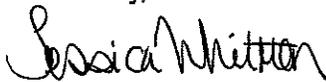
To Administration and Board of Education Members,

This letter is to inform you of my expected maternity leave and due date of 5/26/23. I have attached a medical note from my doctor's office confirming my expected due date. As per my contract, I am requesting to begin leave 30 calendar days prior to my due date and up to 30 days after the birth of the child, for which I will use my sick time. This will take me until the summer break. Beginning September 1, 2023, I will use Family/Medical Leave (FMLA) for the following 12 weeks.

My last day in the building will be Friday, April 28, 2023 with maternity leave beginning on Monday, May 1, 2023. My expected return date will be December 4, 2023. If for any reason I foresee my leave being extended beyond this time, I will notify the district in a timely manner.

Thank you.

Sincerely,



Jessica Whitman
School Psychologist
jwhitman@bbesnj.org



BRADLEY BEACH ELEMENTARY SCHOOL

SAFE RETURN PLAN

Updated 12/2022



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s April 28, 2021 broadcast, in March 2021 President Biden signed the Federal American Rescue Plan (ARP) Act, Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's funding comparison fact sheet.

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan). A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. Under the interim final requirements published in Volume 86, No. 76 of the Federal Register by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021**. The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021 and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily post the information to their websites as required by the ARP Act.

LEA Name: Bradley Beach

Updated 12/22

1 - MAINTAINING HEALTH AND SAFETY

UNIVERSAL AND CORRECT WEARING OF MASKS

All students were provided with the opportunity to receive masks upon their return to school in September 2022 from the school nurse. While students are encouraged to wear their own masks, the district is continuously prepared to provide masks to staff, students, and visitors, if necessary. Students, staff, and visitors are not required, but encouraged to wear masks while in school and throughout the entire school day while they are inside the school building. The district will continue to strictly follow and enforce CDC and the New Jersey Department of Education guidelines regarding the use of masks in schools and make adjustments as recommended in collaboration with stakeholders.

PHYSICAL DISTANCING (E.G., INCLUDING USE OF COHORTS/PODDING)

Based on the current data, the district is not currently implementing physical distancing protocols. The District will continue to review the most current recommendations from the New Jersey Department of Education and the CDC and make adjustments as needed in collaboration with stakeholders.

HANDWASHING AND RESPIRATORY ETIQUETTE

Multiple hand sanitizing stations with alcohol-based hand sanitizers (at least 70% alcohol) will be available throughout all buildings for staff and students to utilize (classrooms, entrances/exits of buildings, near large common areas, near bathrooms, etc.). Children five or younger will be supervised when using hand sanitizer. Classrooms with existing hand washing stations will be outfitted with soap and paper towels. Students will be required to wash their hands at various times during the day, specifically before and after eating, after recess, after use of any shared equipment/materials, after using the bathroom, and after blowing their nose, coughing, and/or sneezing. If washing with soap and water is not possible, washing with an alcohol-based hand sanitizer will be required. All entrances and exits will have hand sanitizing

stations with alcohol-based hand sanitizer with at least 70% alcohol

CLEANING AND MAINTAINING HEALTHY FACILITIES, INCLUDING IMPROVING VENTILATION

All custodial/maintenance staff will receive specific training on established cleaning practices. Nightly cleaning procedures will include cleaning of all classroom surfaces and touch points with disinfectant spray bottles and electrostatic sprayers. Hand sanitizer stations will be readily accessible near all entrances, exits and common areas. Disinfecting spray and appropriate cleaning materials will be provided to all staff. All indoor facilities have adequate ventilation and all instructional spaces/offices have heating and air conditioning. Air filters will be cleaned regularly. Bathrooms will be cleaned and disinfected using protocols outlined by the Environmental Protection Agency (EPA).

CONTACT TRACING IN COMBINATION WITH ISOLATION AND QUARANTINE, IN COLLABORATION WITH THE STATE, LOCAL, TERRITORIAL, OR TRIBAL HEALTH DEPARTMENTS

Based on the current CDC guidance, the district is no longer enacting contact tracing protocols. Parents and students are expected to follow the guidance for exposure and positive cases, as per the NJDOH recommendations for isolation and quarantine. This is subject to change based on updated guidance.

EFFORTS TO PROVIDE VACCINATIONS TO EDUCATORS, OTHER STAFF, AND STUDENTS, IF ELIGIBLE

We recommend that all students discuss vaccinations with their doctor. We will promote local vaccine clinics, including those at nearby school districts and other health providers, including but not limited to: The Visiting Nurses of New Jersey; The Monmouth County Department of Health; The Monmouth County Department of Education

APPROPRIATE ACCOMMODATIONS FOR CHILDREN WITH DISABILITIES WITH RESPECT TO THE HEALTH AND SAFETY POLICIES

In our effort to ensure the general well-being, health and safety of all students, the following protocols will be implemented. Maintain clear lines of communication between families and school staff, especially Nurses, Counselors and Leadership Team members. This will be done via phone, email, surveys and meetings (in person and virtual) as necessary. Seek information from families regarding their child's specific medical needs. Encourage all families to keep

their children home when appropriate; promote the practice of hand hygiene and respiratory etiquette; require the use of face coverings; post signs and messages in and around school buildings. Reasonable accommodations will be provided based on a child's IEP, 504 Plan or individual medical needs in order to maximize student learning in a safe manner. Encourage frequent communication between building based medical professionals and high risk students.

ENSURING CONTINUITY OF SERVICES

The Social and Emotional Learning of students and staff is essential to re-engaging students, supporting adults and rebuilding relationships. SEL will be embedded in our school day through Morning Meeting and our positive behavior initiative SOLE. We will continue to ensure families have an adequate food supply by providing breakfast and lunch on a daily basis. The District has established many community partnerships with mental health providers and school based collaborators. Academic Supports: All PreK-8 students will have access to a variety of academic programming which is funded via CARES, ESSER I & II and ARP. Students will continue to receive academic support during the school day via small group instruction, Literacy Intervention, English as Second Language services, and Special Education services.

PUBLIC COMMENT

Describe how the LEA sought public comment on its plan, and how it took those public comments into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 6-month revision to the plan.

The draft of our Safe Return plan was shared with the following stakeholders: All District Staff, the Personnel and Policy Committee, Parents/Guardians and Community Members. All comments received were synthesized and reviewed by our Leadership Team prior to any changes being made. As this is a fluid document, changes may occur as new guidance is received from the NJDOE and CDC. The updated Safe Return Plan presentation will be posted on the district website.

DESCRIBE HOW THE LEA ENSURED THAT THE PLAN IS IN AN UNDERSTANDABLE AND UNIFORM FORMAT;

Upon request, the District will provide a written or oral translation of the proposed plan options. BBES maintains an extensive list of staff members, who are available to assist with translation. The district will also ensure that an alternative

format will be provided to a parent who is an individual with a disability as defined by the ADA through the Information Technology Department of the district.

BRIEFLY DESCRIBE ANY GUIDANCE PROFESSIONAL LEARNING AND TECHNICAL ASSISTANCE OPPORTUNITIES THE LEA WILL MAKE AVAILABLE TO ITS SCHOOLS.

During the 22-23 school year, the district has provided professional development for staff and schools in the areas of Social Emotional Learning and Morning Meeting to continue to assist our students and our staff in their transition back to in-person instruction. PD also focused on Math and Literacy standards based instruction to address learning loss. There were two professional development days scheduled in the fall to support teachers and staff, advance their pedagogy and enhance their professional practice.

BOARD OFFICERS

0152

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any Board member may place a Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by a vote when the nominations for that office are closed.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated.

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon them by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 1/2023

CALL, ADJOURNMENT, AND CANCELLATION

0161

All Board of Education meetings shall be in public and each Board shall hold a meeting at least once every two months during the period in which the schools in the district are in session.

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced at the time of the recess or the adjournment. The adjourned meeting shall take up business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 1/2023

NOTICE OF BOARD MEETINGS

0162

The Board of Education will give notice of all meetings in accordance with law.

Adequate Notice

The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.

In accordance with N.J.S.A. 10:4-9, upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide adequate notice if:

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and
2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and
4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving

the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that will include the date and time of the closed session meeting, the subject or subjects scheduled for discussion at the closed session meeting, and the right of the affected person to request that the discussions be conducted at a public meeting. Such notice will be given no less than forty-eight hours in advance of the closed session meeting.

A written request for public discussion must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a student.

N.J.S.A. 10:4-6 et seq.; 10:4-8; 10:4-9
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 1/2023

BILINGUAL AND ESL EDUCATION (M)

2423

M

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services program for English language

learners (ELLs) as required by law and rules of the New Jersey State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 through 26.1.

Identification of Eligible ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

1. Maintain a census indicating all identified students whose native language is other than English; and
2. Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.

Bilingual Programs for ELLs

The district shall provide the following programs:

1. An English language services program in accordance with N.J.A.C. 6A:15-1.2;
2. An ESL program in accordance with N.J.A.C. 6A:15-1.2; and
3. A bilingual education program in accordance with N.J.A.C. 6A:15-1.2.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a

bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Reentry

Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using English Language Placement (ELP) assessments to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.

ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form. A student shall first achieve the Department-established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year.

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1. through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven

calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education.

Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parents of ELLs by mail within thirty days of the child's identification.

Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership shall be parents of ELLs.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-26.1

N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

Adopted: 1/2023

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

2425

M

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the

Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

If provided under the district's program of virtual or remote instruction that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

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

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

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

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted

service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).

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

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

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational

services commission, county special services school district, or jointure commission shall be reduced by the same amount.

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

N.J.S.A. 18A:7F-9
N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted: 1/2023

ATTENDANCE (M)

5200

M

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

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 N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. 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.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;

18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13

Adopted: 1/2023

STUDENT ENROLLMENTS (M)

8140

M

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

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. A staff member 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 N.J.A.C. 6A:32-8.1(c).

In accordance with N.J.A.C. 6A:32-8.1(e), 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.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2;
6A:32-8.1; 6A:32-8.2; 6A:32-8.3

Adopted: 1/2023

STUDENT RECORDS (M)

M

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student records in a manner that assures the security of the records in accordance with the provisions of N.J.A.C. 6A:32-7 et seq. Student records shall contain only information that is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and Board policies shall be made available upon request. The district shall make every effort to notify parents and adult students in their dominant language.

Nonadult students may assert rights of access only through their parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to nonadult students or to appropriate persons in connection with an emergency, if the information contained in the record is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7 et seq.

Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study;

participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the inclusion of any or all types of information about the student in any student information directory before allowing access to the directory and school facilities to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Every Student Succeeds Act of 2015. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use in accordance with N.J.A.C. 6A:32-7.2, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting this Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the district in accordance with the provisions of N.J.A.C. 6A:32-7.4. This Policy and Regulation 8330 assure that access to student records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l). Records shall be accessible during the hours in which the school program is in operation.

Any district website shall not disclose any personally identifiable information about a student in accordance with N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1.

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

Access to and disclosure of a student's health record shall meet the requirements of FERPA.

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7 et seq. or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, the district shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and FERPA.

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7 et seq. shall have access to a student record, subject to conditions outlined in N.J.A.C. 6A:32-7.6.

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(c).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for contesting a portion of the student record, including the decision made in the appeal. The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the district. The Board shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than the records described in N.J.A.C. 6A:32-7.8(f), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(c).

Upon graduation or permanent departure of a student from the district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(f), may be disposed of, but only in accordance with the

Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(f), the district of last enrollment, graduation, or permanent departure of the student from the district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted: 1/2023

BILINGUAL AND ESL EDUCATION (M)

R 2423

M

A. Definitions (N.J.A.C. 6A:15-1.2)

1. "Alternate English language proficiency assessment" (alternate ELP assessment) means a New Jersey Department of Education-approved assessment for students with the most significant cognitive disabilities that assesses a student's English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State's academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
2. "Bilingual education program" means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the program, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.
3. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
4. "Bilingual resource program" means a program alternative in which students receive, on an individual basis, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments.
5. "Bilingual tutorial program" means a program alternative in which students receive one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.
6. "Dual-language bilingual education program" means a full-time program of instruction in elementary and secondary schools that provides structured English language instruction and instruction in a second language in all

content areas for ELLs and for native English speaking students enrolled in the program.

7. “Educational needs” means the particular educational requirements of ELLs; the fulfillment of which will provide them with equal educational opportunities.
8. “English as a second language (ESL) program” means a daily developmental second-language program of at least one period of instruction based on student language proficiency that teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the students’ experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
9. “English language development standards” means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.
10. “English language learner” or “ELL” means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.
11. “English language proficiency assessment” (ELP assessment) means a New Jersey Department of Education-approved assessment that evaluates a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards as permitted under ESSA.
12. “English language services” means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than ten ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.

13. "Exit criteria" means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
14. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
15. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education (Department). All students in an instructional program alternative receive English as a second language.
16. "Native language" means the language or mode of communication normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student's parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment.
17. "NJSLs" means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.
18. "Parent(s)" for the purposes of Policy 2423 and this Regulation means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
19. "Review process" means the process established by the Board to assess ELLs for exit from bilingual, ESL, or English language services programs.
20. "Sheltered English instruction" means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELLs.

B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)

1. The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

- a. Maintain a census indicating all identified students whose native language is other than English; and
 - b. Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.
2. The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the Department standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.

C. Bilingual Programs for English Language Learners (ELLs) (N.J.A.C. 6A:15-1.4)

1. The Board shall provide all Kindergarten to grade twelve ELLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 with all required courses and support services outlined in N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. through C.8. below to prepare ELLs to meet the NJSLs for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs. The district shall also provide appropriate instructional programs to eligible pre-school ELLs based on need according to the New Jersey Preschool Program Implementation Guidelines, 2015. The guidelines provide developmentally appropriate recommendations for good practice and are intended for school districts that provide preschool programs.
2. The Board shall establish English language services designed to improve the English language proficiency of ELLs whenever there are at least one, but fewer than, ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program.
3. The Board shall establish an ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district.

- a. An ESL curriculum that addresses the WIDA English language development standards shall be developed and adopted by the Board to address the instructional needs of ELLs.
 - b. The ESL curriculum shall be cross referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
4. The Board shall establish bilingual education programs whenever there are twenty or more ELLs in any one language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Bilingual education programs shall:
 - a. Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet the NJSLS. All ELLs participating in the bilingual programs shall also receive ESL instruction;
 - b. Include a curriculum that addresses the NJSLS, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district.
5. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the NJSLS, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. The instructional opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.
6. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ELLs to meet the NJSLS for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, the Board shall develop plans in consultation with and approved by the Department to meet the needs of the students.
7. In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6. above, the Board shall design additional programs and services to meet the special needs of eligible ELLs and include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.

8. The Board may establish dual-language bilingual education programs in its schools and may make provisions for the coordination of instruction and services with the school district's world languages program. Dual-language bilingual education programs shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual-language bilingual programs shall be comprised of approximately equal numbers of ELLs and of students whose native language is English.
9. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)

The school district may request a waiver from N.J.A.C. 6A:15-1.4(d) and C.4. above to establish annually an instructional program alternative with the approval of the Department when there are twenty or more students eligible for the bilingual education program in grades Kindergarten through twelve, and the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.

1. Instructional program alternatives shall be developed in consultation with and approved annually by the Department after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ELLs to develop sufficient English skills and subject-matter skills to meet the NJSLs.
2. The instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time component; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for the programs.

E. Approval Procedures (N.J.A.C. 6A:15-1.6)

1. If the district provides a bilingual program, ESL program, or English language services, the district shall submit a plan every three years to the Department for approval. At its discretion, the Department may request modifications, as appropriate.

- a. Plans submitted by the Board for approval shall include information on the following:
 - (1) Identification of students;
 - (2) Program description;
 - (3) The number of certified staff hired for the program;
 - (4) Bilingual and ESL curriculum development;
 - (5) Evaluation design;
 - (6) Review process for exit; and
 - (7) A budget for bilingual and ESL programs or English language services.

F. Supportive Services (N.J.A.C. 6A:15-1.7)

- 1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.
- 2. To the extent that is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

G. In service Training (N.J.A.C. 6A:15-1.8)

- 1. The Board shall develop a plan for in service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the NJSLS and the WIDA English language development standards. All bilingual and ESL teachers shall receive training in the use of the ESL curriculum.
- 2. The Professional Development Plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through in service training.

H. Certification (N.J.A.C. 6A:15-1.9)

1. All teachers of bilingual classes shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education, pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.1.
 2. All teachers of ESL classes shall hold a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.
 3. All teachers providing English Language Services shall hold a valid New Jersey instructional certificate.
- I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Reentry (N.J.A.C. 6A:15-1.10)
1. All ELLs from Kindergarten through grade twelve shall be enrolled in the bilingual, ESL, or English language services education program established by the Board as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), C.2. through C.5. and D. above, and P.L. 1995, c. 59 and c. 327.
 2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using ELP assessments to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.
 3. ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to exit a bilingual, ESL, or ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form. A student shall first achieve the Department-established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.
 - a. Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ELL status based on the student's score on the remaining domains in which the student was assessed.

4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half an academic year and within two years of exit, the mainstream English classroom teacher may recommend retesting with the approval of the Principal.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting shall be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.
 - d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the student.
 - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re enrolled into the bilingual or ESL program.
6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the district shall notify by mail the student's parent(s) of the placement determination. If the parent(s) or teaching staff member disagrees with the placement, they may appeal the placement decision in writing to the Superintendent or designee, who will provide a written explanation for the decision within seven working days of receiving the written appeal. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.

J. Graduation Requirements for English Language Learners (N.J.A.C. 6A:15-1.11)

All ELLs shall satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).

K. Location (N.J.A.C. 6A:15-1.12)

All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school buildings of the school district pursuant to N.J.S.A. 18A:35-20.

L. Notification (N.J.A.C. 6A:15-1.13)

1. The school district shall notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as an ELL;
- b. Why the student needs to be placed in a language instructional educational program that will help them develop and attain English proficiency and meet the NJSLs;
- c. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
- d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
- e. How the program will meet the student's specific needs in attaining English and meeting State standards;
- f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and, in the case of high school students, the expected rate of graduation; and

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A. Definitions

1. “Remote instruction” means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
 2. “Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district’s program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.
1. If implemented by the Superintendent, the school district’s program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
 - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
 - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:
 - (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
 - (2) Addresses the needs of students with disabilities and includes descriptions of the following:
 - (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
 - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;

- (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;
- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
- (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
- (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;

- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.
3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted: Issued: 1/23

ATTENDANCE (M)

R 5200

M

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 will issue and publish on the Department's 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 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 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.

(1) "Days in membership" means the number of school days in session in which a student is enrolled. 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.
- 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
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
- 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.

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 and this Regulation.
- 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:

The student's illness 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 notification to the school by the student's parent;

High School visit(s),

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;

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 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;

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.
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 any length of time 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.
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.
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. 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.

2. An elementary student may be retained at grade level, in accordance with Policy 5410, when the student has been absent 30 or more school days, whatever the reason for the absence, except those 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.

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 parent 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;
 - 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.
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 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.
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 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.

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 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 student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A 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 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 student's appeal.
- c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. 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 and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The 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 New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 1/23

ENROLLMENT ACCOUNTING (M)

R 8140

M

A. School Enrollment

1. The school enrollment in a program of instruction, a school, or the district shall be the total number of original student entries in the school register plus the number of re-entries, less the number of transfers, withdrawals, or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals, or dropouts, in all programs of instruction and schools of the district shall constitute the school enrollment for the district during any school year.
2. A student attending a school operated by the Board of Education shall not be concurrently enrolled in more than one school register in any district during a school year with the exception of shared-time students.
3. A student shall not be enrolled in a school register until the student has reached over the age of five years in accordance with N.J.S.A. 18A:38-1 - Attendance at School Free of Charge. The district may enroll students under the following legal school ages:
 - a. Kindergarten – older than four years and younger than six years;
 - b. State-funded preschool program – at least three years of age and younger than five years; and
 - c. Preschool students with disabilities – at least three years of age and younger than five years.
4. Within ten school days of the start of the school year, the district shall determine whether a student who attended the previous year but not the current school year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any student enrolled in the district who moves to another school district in the same school year shall be included in the school register in the new school district upon enrollment.
6. The average daily enrollment in the district for a school year shall be the sum of the total days in membership of all enrolled students when schools were in session during the year, divided by the number of days in session. The average daily enrollment for the programs of instruction or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual programs of instruction or schools.

- a. "Days in membership" means the number of school days in session in which a student is enrolled. 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.

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
- b. The count shall include all students as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33.
- c. The count shall be recorded on a form, and the form shall be submitted to the School Business Administrator/Board Secretary or designee no later than October 16.

2. Data Collection

- a. The Superintendent or designee shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the School Business Administrator/Board Secretary or designee who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The School Business Administrator/Board Secretary or designee shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the Superintendent of Schools.

3. Application Submission

The School Business Administrator/Board Secretary or designee, with approval of the Superintendent, shall file with the Commissioner the report required by N.J.S.A. 18A:7F-33.

Issued: 1/23

STUDENT RECORDS (M)

R 8330

M

A. Definitions (N.J.A.C. 6A:32-2.1)

1. "Access" means the right to view, make notes, and/or reproduce a student record.
2. "Adult student" means a person who is at least eighteen years of age or is an emancipated minor.
3. "Days in membership" means the number of school days in session in which a student is enrolled. 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.
4. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or the individual's physician.
5. "Mandated student records" means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
6. "Parent" means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student's welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.

7. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
8. “Personally identifiable information” means, but is not limited to:
 - a. The student's name;
 - b. The name of the student's parent(s) or other family members;
 - c. The address of the student or the student's family;
 - d. The email address of the student, the student's parent(s), or other family members;
 - e. The telephone number of the student, the student's parent(s), or other family members;
 - f. A personal identifier, such as the student's Social Security number, student number, or biometric record;
 - g. A photo of the student;
 - h. The location and times of class trips;
 - i. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - j. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or
 - k. Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.
9. “Physical examination” means the assessment of an individual’s health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.
10. “School contact directory for official use” means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory

may be provided for official use only to judicial, law enforcement, and medical personnel.

11. "Student discipline record" means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student's record.
12. "Student information directory" means a publication of the Board that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student's: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.
13. "Student record" means information related to an individual student gathered within or outside the school district and maintained within the school district, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. In the absence of any "information related to an individual student," the document(s) no longer meets the definition of "student record."

B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board shall compile and maintain student records and regulate access in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student records in a manner that assures the security of the records in accordance with the provisions of N.J.A.C. 6A:32-7.
2. Student records shall contain only information that is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and

Board policies shall be made available upon request. The Board shall make every effort to notify parents and adult students in their dominant language.

4. Nonadult students may assert rights of access only through their parent(s). However, nothing in N.J.A.C. 6A:32-7 or in Policy 8330 or this Regulation shall be construed to prohibit certified school personnel from disclosing, at their discretion, student records to nonadult students or to appropriate persons in connection with an emergency, if the information contained in the record is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to the student's records and have access to, or be specifically informed about, only the portion of another student's record that contains information about the student.
6. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.
7. The Superintendent or designee shall require all student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the information contained therein. The reviewer shall cause information no longer descriptive of the student or educational program to be deleted from the records, except that prior notice shall be given for students with disabilities in accordance with N.J.A.C. 6A:14, Special Education. The deleted information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
8. No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.
9. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school district shall provide interpretation of the student records in the dominant language of the parent or adult student.
10. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)

1. The Board shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
2. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about the student that is contained in the school contact directory for official use.
3. A parent, adult student, or emancipated minor shall notify, in writing, the Superintendent or designee of their request to exclude any information from the school contact directory for official use.

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, record of daily attendance, classes attended, grade level completed, year completed, and years of attendance;
 - b. Descriptions of the student's progress according to the Board's student performance data;
 - c. History and status of physical health compiled in accordance with State regulations, including immunizations and results of any physical examination(s) given by qualified district employees;
 - d. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - e. All other records required by N.J.A.C. 6A.
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy 8330 and this Regulation. These records may include, but are not limited to:
 - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the

performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;

- b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
- c. Educationally relevant information provided by the parent or adult student;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of the student's co-curricular and athletic activities and achievements;
- k. Class rank;
- l. Awards and honors;
- m. Notations of additional records maintained in a separate file;
- n. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- o. Entries indicating review of the file by an authorized person;

E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

- 1. The Superintendent or designee shall be responsible for the security of student records maintained in the district and shall devise procedures/regulations for assuring that access to student records is limited to authorized persons.

2. The Board may store all student records either electronically or in paper format.
 - a. When student records are stored electronically, proper security and backup procedures shall be administered.
3. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l).
4. Records shall be accessible during the hours in which the school program is in operation.
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after a student's graduation or termination from the district, or to age twenty-three, whichever is longer. The mandated student records shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district or school website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

1. Only authorized organizations, agencies, or persons, as defined in N.J.A.C. 6A:32-7.5, shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1(g) within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
2. The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
3. The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.
4. Access to, and disclosure of, a student health record shall meet the requirements of FERPA, 20 U.S.C. §1232g, and 34 CFR Part 99.

5. Organizations, agencies, and persons authorized to access student records shall include only the following:
 - a. The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;
 - (1) The place of residence shall not be disclosed; and
 - (2) Access shall not be provided if denied by a court;
 - b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
 - c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the adult student's consent;
 - d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
 - e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
 - (1) An approved private school for students with disabilities;
 - (2) A State facility;
 - (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or
 - (4) Clinics and agencies approved by the New Jersey Department of Education;

- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;
- g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;
- h. Accrediting organizations to carry out their accrediting functions;
- i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
- j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:
 - (1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;
 - (2) Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;
 - (3) All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;
 - (4) The Superintendent or designee shall request, in writing, all student records from the school district of last attendance

within two weeks from the date that the student enrolls in the new school district;

- (5) Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - (6) Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;
- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
 - l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;
 - m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);
 - n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
 - o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and
 - p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will be used under strict conditions of anonymity and confidentiality.
6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation shall be construed to prohibit school personnel from disclosing information

contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

7. In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.

a. When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.

G. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

1. All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7 as listed below shall have access to a student record, subject to the following conditions:

a. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.

b. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee, the request in writing, together with any required authorization.

c. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records, where necessary, and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student(s), or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records inspected, and the purposes for which the data will be used.

d. Prior to disclosure of student records to organizations, agencies, or persons outside the district pursuant to a court order, the

Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. The notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.

(1) Notice to the parent shall not be required when the parent is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. §1232g(b)(2)(B).

- e. A record may be withheld from a parent or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of the request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

H. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may request:
 - a. Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;
 - b. Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;
 - c. The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or
 - d. Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.
2. To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record.

- a. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the district's decision. If the district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the request.
 - b. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal the district's decision.
 - c. If an appeal is made to the Board, the Board shall render a decision within twenty school days.
 - d. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue.
 - e. A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.
3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(b) and I.2. above.
 4. Regardless of the outcome of an appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for contesting a portion of the student record, including the decision made in the appeal. The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the student record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

I. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the district.
 - a. The Board shall retain the student health record and the health history and immunization record according to the School District

Records Retention Schedule, as determined by the New Jersey State Records Committee.

2. Student records of currently enrolled students, other than the records described at N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.
3. Upon graduation or permanent departure of a student from the district:
 - a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
 - b. Information in student records, other than that described at N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The district of last enrollment, graduation, or permanent departure of the student from the district shall keep, for one hundred years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued: 1/23

BOMB THREATS (M)

R 8420.2

M

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

Adopted: 1/23

LOCKDOWN PROCEDURES (M)

R 8420.7

M

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The procedures to be enacted during a lockdown shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

Adopted: 1/23

ACTIVE SHOOTER (M)

R 8420.10

M

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

Adopted: 1/23

**BRADLEY BEACH BOARD OF EDUCATION
Proposed 2023/2024 Budget Calendar**

<u>Date</u>	<u>Activity</u>
December 2022- March 2023	Administrative Budget Review
Tentatively Scheduled the Week of January 16th	Receipt of Budget Guidelines from the NJ State Department of Education including first software downloads
2/28/23	Governor's Budget Address
Released 48 Hours after Governor's Address	Release of State Aid
Week of March 6th	Budget and Finance Committee Meeting
3/10/23	2023/2024 Budget information to be distributed to the entire Board of Education
3/16/23	Regular Board Meeting and introduction of the preliminary 2023/2024 school budget, and tax levy
3/20/23	Submission of the preliminary budget to the Executive County Superintendent
TBA	Administrative approval: Executive County Superintendent & Executive County Business Administrator
4/26/2023	Advertise Budget
5/2/2023	Public Board Meeting for Formal Public Hearing and approval of final 2023/2024 School Year Budget

New Jersey Department of Education Waiver Application

County: Monmouth

County Code # 25

School District: Bradley Beach School District

District Code # 0500

“Waiver” means approval to avoid compliance with either a specific procedure(s) or a specific rule’s substantive requirements for reasons that are judged educationally, organizationally and fiscally sound.

- List the specific Administrative Code citation(s) that necessitates the proposed waiver. As **the Department cannot waive an entire chapter, subchapter or section** (e.g., N.J.A.C. 6A:5, N.J.A.C. 6A:5-1 or N.J.A.C. 6A:5-1.1, respectively), all applications must include a citation at least at the subsection level (e.g., N.J.A.C. 6A:5-1.1(a)). Do *not* include a statutory citation (N.J.S.A. or N.J.S.) as the Department does not have the authority to waive state law.

The New Jersey Administrative Code 6A:13A-7.1 and 6A:26-6.4 requires 950 square feet per preschool classroom, which includes 750 square feet of usable space. The preschool classrooms at the Bradley Beach Elementary School are less.

School	Classroom #	Classroom square footage inclusive of closet	Classroom square footage without closet
Bradley Beach Elementary School	16	736	704
	17	736	704

- Describe what the school district intends to accomplish through the waiver that is currently prevented or disallowed by the existing rule(s).

The Bradley Beach School District is requesting that the above preschool classrooms be approved for a facilities standard waiver for our two full day preschool expansion classrooms. The district has been utilizing these specific classrooms for preschool programming since September of 2020.

- Describe why a waiver is necessary to accomplish the desired or measurable result(s).

The educational facilities expansion waiver for preschool classroom space is necessary to provide our Bradley Beach Elementary School students with a full day program in the above classrooms that are less than the required 950 square feet as required by N.J.A.C 6A:26 and 6A:13A-7.1.

4. Describe how the proposed waiver meets the following three criteria, pursuant to N.J.A.C. 6A:5-1.3(a):
- The spirit and intent of N.J.S.A. 18A, applicable Federal laws and regulations, and N.J.A.C. 6A are served by granting the waiver;
 - The provision of a thorough and efficient education to the school district's students is not compromised as a result of the waiver; and
 - There will be no risk to student health, safety or civil rights by granting the waiver.

The spirit and intent of N.J.S.A. 18A and N.J.A.C. 6A is served by granting this waiver for two preschool classrooms that are less than the requirement of 950 square feet. The Bradley Beach School District is able to provide a high quality preschool program despite not meeting the space requirement as specified in N.J.A.C 6A:26 and 6A:13A-7.1. There are no foreseen health and safety risks or civil right infringements anticipated through the approval of this waiver. All applicable State and Federal laws and regulations will be adhered to and our ability to comply with such laws and regulations will not be impacted through the granting of this waiver.

5. Describe the process, including solicitation of input and public comment, employed to inform the community, parents, district board of education members, administrators and staff during the proposal's development.

The district has placed this waiver request on our Board of Education agenda for approval, with public comment on agenda items for January 24, 2023.

6. Provide the date the district board of education adopted a resolution supporting the proposed waiver.

The Bradley Beach Board of Education adopted a resolution supporting the proposed facilities waiver for preschool classrooms on January 24, 2023 at a public Board of Education meeting. Please see attached resolution.

I, Michael Heidelberg, certify the information presented in this application is true and accurate to the best of my knowledge.

Chief School Administrator

Signature

Date

Please submit the completed application to your executive county superintendent.



(VIA EMAIL dtonzola@bbesnj.org
AND VIA REGULAR MAIL)

December 27, 2022

Bradley Beach Elementary School
515 Brinley Avenue
Bradley Beach, NJ 07720

ATT: Mr. David Tonzola
Business Administrator / Board Secretary

**Re: Proposal for Professional Services for Nurse's Office HVAC Upgrade
at the Bradley Beach Elementary School**
D|R Proposal #22-183A

Dear Mr. Tonzola:

Di Cara | Rubino Architects is pleased to submit our proposal for professional services pertaining to the abovementioned project. As we understand it, the scope of work will consist of providing HVAC upgrades at the Bradley Beach Elementary School to the following spaces:

- Nurse's Office upgrade to existing space to improve ventilation and HVAC

Currently, we estimate the construction cost to be between \$100,000.00 and \$115,000.00. Based on the above information and our understanding of the scope of work, Di Cara | Rubino Architects will provide the following services:

I. SCOPE OF SERVICES:

A. Preparation of NJDOE Project Application:

Di Cara | Rubino Architects will prepare necessary documents to submit the proposed improvement to the NJDOE including application, cost estimate, and schematic plans.

B. Schematic Design:

- Visit site to review existing conditions
- Develop concept design layout of proposed improvements based on discussions with the District and its administrative staff
- Develop cost estimates
- Attend meetings as required
- Prepare base plans
- Prepare schematic design documents consisting of plan layouts, and M/E/P scope



Mr. David Tonzola
D|R Proposal #22-183A
December 27, 2022
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C. Construction Documents:

- Meet with Owner to review details of final design for approval
- Prepare architectural, mechanical and electrical documents consisting of plans, details, elevations, sections, and specifications
- Submit plans for local code review and approval

D. Bidding & Award:

- Assist in preparation of bid notice
- Distribute bid documents to bidders
- Attend pre-bid conference
- Respond to any questions during the bidding process
- Prepare any addenda, as required
- Receive bids at public opening
- Review bids and provide analysis of bids with results
- Review bids with Board Attorney

E. Contract Administration (CA) During Construction:

- Attend scheduled meetings, including pre-construction conference, project meetings, and site visits to review the progress of the work, to monitor that the project is moving along according to the schedule, as well as in accordance with the plans and specifications
- Bi-weekly site meetings
- Review and respond to request for clarification/interpretation, and other issues and concerns of the contractors
- Review shop drawings
- Review and approve applications for payment
- Prepare punch list and project close-out documentation
- Review progress of work and project schedule

The Architect shall not be required to make exhaustive or continuous on-site visits to check the quality or quantity of the work or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visit.

Di Cara | Rubino Architects will be entitled to additional services due to contractor's non-performance, including delays in the construction schedule, on an hourly rate, per our Architect-of-Record Agreement.



Mr. David Tonzola
D|R Proposal #22-183A
December 27, 2022
Page 3 of 5

II. FEE PROPOSAL:

The fees for professional services as outlined above are as follows:

A. Preparation of NJDOE Project Application	\$ 1,500.00
B. Schematic Design	\$ 3,000.00
C. Construction Documents.....	\$ 7,000.00
D. Bidding & Award.....	\$ 500.00
E. Contract Administration	\$ 3,000.00

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

Exclusions:

The following services are excluded from the firm’s basic services:

- Identification and/or abatement of asbestos or any other hazardous materials
- Surveys
- Testing
- Filing fees, permits, and applications
- Additional services required by Contractors’ non-performance
- Legal services
- Redesign after approvals
- Full time construction observation
- Planning board meetings
- Offsite utilities

Conditions:

Standard of Care: Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

Hidden Conditions Verification of Existing Conditions: It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions

Accepted:
Initial



Mr. David Tonzola
D|R Proposal #22-183A
December 27, 2022
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may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

Safety: Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

Hazardous Materials: Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

Limit of Liability: Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount equal to Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event, shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

Ownership of Documents: Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

Indemnification/Hold Harmless: The Owner agrees to indemnify, defend, and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the client, and/or anyone directly or indirectly employed by the client.

Preliminary Budgeting: A preliminary budget will be prepared and issued as part of the scope of work for approval. When providing opinions or estimates of probable construction costs upon request of the College, such budgets are based on Di Cara | Rubino Architects' (DRA) experience and qualifications and only represents our judgment as a professional generally familiar with the industry. It is recognized that neither DRA, nor the Board has control over, among other things: (1) the cost of labor, materials or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, DRA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that DRA



Mr. David Tonzola
D|R Proposal #22-183A
December 27, 2022
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cannot be held liable for any damages claimed to have arisen out of construction costs exceeding DRA estimates of same, if any.

Sub-Consultant Charges: In the event that a sub-consultant charge is incurred outside of the original scope of work in this proposal, these additional fees incurred by Di Cara | Rubino Architects will be billed at 1.2x the expense to the Client. These fees are different than reimbursable expenses, which are billed at the stated rate found in this proposal.

Di Cara | Rubino Architects appreciates this opportunity to provide services to the Bradley Beach School District. If the above is acceptable, please sign below, initial each page, and return a copy for our records.

Very truly yours,

DI CARA | RUBINO ARCHITECTS

Allen Barnett, AIA
Principal

AB

cc: Vincent Obedoza, AIA – Senior Project Manager

Accepted by:

Date: _____

Mr. David Tonzola
School Business Administrator/Board Secretary



(VIA EMAIL dtonzola@bbsnj.org
AND VIA REGULAR MAIL)

December 27, 2022

Bradley Beach Elementary School
515 Brinley Avenue
Bradley Beach, NJ 07720

ATT: Mr. David Tonzola
Business Administrator / Board Secretary

**Re: Proposal for Professional Services for Media Center HVAC Upgrade
at the Bradley Beach Elementary School
D|R Proposal #22-183**

Dear Mr. Tonzola:

Di Cara | Rubino Architects is pleased to submit our proposal for professional services pertaining to the abovementioned project. As we understand it, the scope of work will consist of providing HVAC upgrades at the Bradley Beach Elementary School to the following spaces:

- Media Center RTU replacement in-kind

At this time, we estimate the construction cost to be between \$70,000.00 and \$85,000.00. Based on the above information and our understanding of the scope of work, Di Cara | Rubino Architects will provide the following services:

I. SCOPE OF SERVICES:

A. Preparation of NJDOE Project Application:

Di Cara | Rubino Architects will prepare necessary documents to submit the proposed improvement to the NJDOE including application, cost estimate, and schematic plans.

B. Schematic Design:

- Visit site to review existing conditions
- Develop concept design layout of proposed improvements based on discussions with the District and its administrative staff
- Develop cost estimates
- Attend meetings as required
- Prepare base plans
- Prepare schematic design documents consisting of plan layouts, and M/E/P scope



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C. Construction Documents:

- Meet with Owner to review details of final design for approval
- Prepare architectural, mechanical and electrical documents consisting of plans, details, elevations, sections, and specifications
- Submit plans for local code review and approval

D. Bidding & Award:

- Assist in preparation of bid notice
- Distribute bid documents to bidders
- Attend pre-bid conference
- Respond to any questions during the bidding process
- Prepare any addenda, as required
- Receive bids at public opening
- Review bids and provide analysis of bids with results
- Review bids with Board Attorney

E. Contract Administration (CA) During Construction:

- Attend scheduled meetings, including pre-construction conference, project meetings, and site visits to review the progress of the work, to monitor that the project is moving along according to the schedule, as well as in accordance with the plans and specifications
- Bi-weekly site meetings
- Review and respond to request for clarification/interpretation, and other issues and concerns of the contractors
- Review shop drawings
- Review and approve applications for payment
- Prepare punch list and project close-out documentation
- Review progress of work and project schedule

The Architect shall not be required to make exhaustive or continuous on-site visits to check the quality or quantity of the work or to attend or conduct project job meetings other than on the day of the Architect's scheduled field visit.

Di Cara | Rubino Architects will be entitled to additional services due to contractor's non-performance, including delays in the construction schedule, on an hourly rate, per our Architect-of-Record Agreement.



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II. FEE PROPOSAL:

The fees for professional services as outlined above are as follows:

A. Preparation of NJDOE Project Application	\$ 1,500.00
B. Schematic Design	\$ 2,500.00
C. Construction Documents.....	\$ 5,500.00
D. Bidding & Award.....	\$ 500.00
E. Contract Administration	\$ 3,000.00

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting, and facsimiles and will be invoiced at 1.15 times the expense.

Exclusions:

The following services are excluded from the firm’s basic services:

- Identification and/or abatement of asbestos or any other hazardous materials
- Surveys
- Testing
- Filing fees, permits, and applications
- Additional services required by Contractors’ non-performance
- Legal services
- Redesign after approvals
- Full time construction observation
- Planning board meetings
- Offsite utilities

Conditions:

Standard of Care: Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

Hidden Conditions Verification of Existing Conditions: It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions

Accepted:
_____Initial



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may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

Safety: Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

Hazardous Materials: Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.

Limit of Liability: Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount equal to Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event, shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

Ownership of Documents: Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

Indemnification/Hold Harmless: The Owner agrees to indemnify, defend, and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the client, and/or anyone directly or indirectly employed by the client.

Preliminary Budgeting: A preliminary budget will be prepared and issued as part of the scope of work for approval. When providing opinions or estimates of probable construction costs upon request of the College, such budgets are based on Di Cara | Rubino Architects' (DRA) experience and qualifications and only represents our judgment as a professional generally familiar with the industry. It is recognized that neither DRA, nor the Board has control over, among other things: (1) the cost of labor, materials or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, DRA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that DRA



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cannot be held liable for any damages claimed to have arisen out of construction costs exceeding DRA estimates of same, if any.

Sub-Consultant Charges: In the event that a sub-consultant charge is incurred outside of the original scope of work in this proposal, these additional fees incurred by Di Cara | Rubino Architects will be billed at 1.2x the expense to the Client. These fees are different than reimbursable expenses, which are billed at the stated rate found in this proposal.

Di Cara | Rubino Architects appreciates this opportunity to provide services to the Bradley Beach School District. If the above is acceptable, please sign below, initial each page, and return a copy for our records.

Very truly yours,

DI CARA | RUBINO ARCHITECTS

Allen Barnett, AIA
Principal

AB

cc: Vincent Obedoza, AIA – Senior Project Manager

Accepted by:

Date: _____

Mr. David Tonzola
School Business Administrator/Board Secretary

10 General Fund

Assets and Liabilities

Assets		
101	Cash	1,285,230.59
116	Capital Reserve Account	210,900.00
117	Maintenance Reserve Account	149,100.00
118	Emergency Reserve Account	178,500.00
121	Tax Levy Receivable	3,506,724.00
	Accounts Receivable:	
	Interfund Receivable	10.99
132	A/R: State of NJ	348,674.20
141		348,685.19
Resources		
301	Estimated Revenues (Control Account / Normal Debit Balance)	7,186,249.00
302	Revenues	(7,179,012.01)
		<u>7,236.99</u>
	Total assets and resources:	5,686,376.77

10 General Fund

Liabilities and Fund Equity

Liabilities			
402	Interfunds Payable	<u>16,274.23</u>	16,274.23
Fund Balance			
753	Appropriated		
	Reserve for Encumbrances		
754	Reserve for Encumbrances: Current	3,700,887.32	
	Reserve for Encumbrances: Prior		
601	Appropriations (Control Account/Normal Credit Balance)	7,588,660.18	
602	Expenditures	3,090,561.51	
603	Encumbrances	<u>3,700,887.32</u>	
	Less: Expenditures and Encumbrances	(6,791,448.83)	
	Total Appropriations		<u>4,498,098.67</u>
761	Reserved Fund Balance		
	Capital Reserve	210,900.00	
604	Add: Increase in Capital Reserve / Interest Deposit to Capital Reserve	1,000.00	
307	Less: Budgeted Withdrawal from Cap Reserve		<u>211,900.00</u>
764	Maintenance Reserve	149,100.00	
606	Add: Increase in Maintenance Reserve	<u>100.00</u>	
			<u>149,200.00</u>
766	Emergency Reserve	178,500.00	
607	Add: Increase in Current Expense Emergency Reserve/Interest Deposits	<u>100.00</u>	
			<u>178,600.00</u>
75X,76x	Other Reserves	.00	
	Total Reserved Fund Balance:		<u>539,700.00</u>
303	Unappropriated:		
	Budgeted Fund Balance	(370,085.00)	
770	Fund Balance	<u>1,002,388.87</u>	
	Total Unappropriated:		<u>632,303.87</u>
	Total Liabilities and Fund Balance		<u>5,686,376.77</u>

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2022-23 December**

11/22/23 11:23 AM

10 General Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,588,660.18	6,791,448.83	797,211.35
Revenues	(7,186,249.00)	(7,179,012.01)	(7,236.99)
	402,411.18	(387,563.18)	789,974.36
Change in Capital Reserve:			
Plus: Increase in Capital Reserve /Interest Deposit to Capital Reserve (604)	1,000.00	1,000.00	.00
Less: Budgeted Withdrawal from Cap Reserve (307)	1,000.00	1,000.00	.00
Change in Maintenance Reserve:			
Plus: Increase in Maintenance Reserve (606)	100.00	100.00	.00
Less: Budgeted Withdrawal from Cap Reserve (307)	100.00	100.00	.00
Change in Emergency Reserve:			
Plus: Increase in Current Expense Emergency Reserve/Interest Deposits (607)	100.00	100.00	.00
Less: Reserve for Encumbrances: Prior	100.00	100.00	.00
Budgeted Fund Balance:	33,526.18	33,526.18	.00
	370,085.00	-419,889.36	789,974.36

10 General Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and

Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX From Local Sources	6,605,110.00	6,597,873.01	7,236.99	
3XXX From State Sources	581,139.00	581,139.00	.00	
	7,186,249.00	7,179,012.01	7,236.99	
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
General Current Expenses				
11-1xx-100-xxx Regular Programs	2,283,914.00	936,597.22	1,192,677.16	154,639.62
11-2xx-100-xxx Special Education	1,000.00	.00	.00	1,000.00
11-240-100-xxx Bilingual Education	123,894.00	43,667.04	65,433.38	14,793.58
11-401-100-xxx School-sponsored Co/Extra-Curricular Activities	42,260.00	18,951.23	.00	23,308.77
11-402-100-xxx School-sponsored Athletics	46,311.00	18,856.90	.00	27,454.10
	2,497,379.00	1,018,072.39	1,258,110.54	221,196.07
Undistributed Expenditures				
11-xxx-xxx-2xx Personal Services - Employee Benefits	563,538.00	283,994.90	230,306.68	49,236.42
11-000-xxx-xxx Other	4,462,546.18	1,741,491.12	2,201,333.70	519,721.36
	5,026,084.18	2,025,486.02	2,431,640.38	568,957.78
Capital Outlay				
12-000-4xx-xxx Facilities Acquisition and Construction Services	41,662.00	30,525.60	11,136.40	.00
	41,662.00	30,525.60	11,136.40	.00
Special Schools				
	.00	.00	.00	.00
Other				
11-* Other General Current Expense	23,535.00	16,477.50	.00	7,057.50
	23,535.00	16,477.50	.00	7,057.50
	7,588,660.18	3,090,561.51	3,700,887.32	797,211.35

10 General Fund

Schedule Of Revenues
 Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from Local Sources			
10-1210 Ad Valorem Taxes - Local Tax Levy	6,575,110.00	6,575,110.00	.00
10-1310 Tuition From Individuals	15,250.00	6,345.00	8,905.00
10-1510 Interest On Investments	1,200.00	1,200.00	.00
10-1990 Miscellaneous Revenue from Local Sources	13,550.00	15,218.01	-1,668.01
	6,605,110.00	6,597,873.01	7,236.99
Revenues from State Sources			
10-3121 Categorical Transportation Aid	85,575.00	85,575.00	.00
10-3132 Categorical Special Education Aid	221,110.00	221,110.00	.00
10-3177 Categorical Security Aid	134,097.00	134,097.00	.00
10-3178 Adjustment Aid	140,357.00	140,357.00	.00
	581,139.00	581,139.00	.00

7,186,249.00 **7,179,012.01** **7,236.99**

10 General Fund

Statement of Appropriations
 Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Regular Programs - Instruction				
Local Contribution - Transfer to Special Revenue Fund - Inclusion	83,142.00	83,142.00	.00	.00
Kindergarten - Salaries of Teachers	161,878.00	62,338.40	92,907.60	6,632.00
Grades 1-5 - Salaries of Teachers	996,067.00	373,177.62	555,979.00	66,910.38
Grades 6-8 - Salaries of Teachers	903,527.00	341,100.47	517,425.00	45,001.53
Health Benefits	524,014.00	260,264.08	216,888.60	46,861.32
	2,668,628.00	1,120,022.57	1,383,200.20	165,405.23
Regular Programs - Home Instruction				
Salaries of Teachers	1,000.00	.00	.00	1,000.00
	1,000.00	.00	.00	1,000.00
Regular Programs - Undistributed Instruction				
Other Purchased Services (400-500 series)	7,500.00	1,110.00	2,566.00	3,824.00
General Supplies	87,800.00	55,520.26	7,337.28	24,942.46
Other Objects	43,000.00	20,208.47	16,462.28	6,329.25
Workmen's Compensation	7,000.00	7,000.00	.00	.00
	145,300.00	83,838.73	26,365.56	35,095.71
Special Education - Home Instruction				
Salaries of Teachers	1,000.00	.00	.00	1,000.00
	1,000.00	.00	.00	1,000.00
Bilingual Education - Instruction				
Salaries of Teachers	123,094.00	43,558.30	65,396.40	14,139.30
General Supplies	800.00	108.74	36.98	654.28
Health Benefits	32,524.00	16,730.82	13,418.08	2,375.10
	156,418.00	60,397.86	78,851.46	17,168.68
School - Sponsored Co-curricular and Extra-curricular Activities				
Salaries	35,127.00	12,274.40	.00	22,852.60
Supplies and Materials	250.00	121.83	.00	128.17
Other Objects	6,883.00	6,555.00	.00	328.00
	42,260.00	18,951.23	.00	23,308.77
School - Sponsored Athletics				

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 December

	Appropriations	Expenditures	Encumbrances	Available Balance
11-402-100-100				15,726.60
11-402-100-500	27,811.00	12,084.40	.00	8,227.50
11-402-100-600	15,000.00	6,772.50	.00	3,500.00
	3,500.00	.00	.00	27,454.10
	46,311.00	18,856.90	.00	
Summer School				
11-422-100-178	23,535.00	16,477.50	.00	7,057.50
	23,535.00	16,477.50	.00	7,057.50
UNDISTRIBUTED EXPENDITURES				
Instruction				
11-000-100-561	1,274,333.00	399,327.50	841,772.50	33,233.00
11-000-100-562	336,621.00	95,992.30	232,797.70	7,831.00
11-000-100-563	64,195.00	19,258.50	44,936.50	.00
11-000-100-564	37,452.00	11,235.60	26,216.40	.00
11-000-100-568	40,270.00	14,247.20	26,022.80	.00
	1,752,871.00	540,061.10	1,171,745.90	41,064.00
Attendance and Social Work Services				
11-000-211-100	55,593.00	26,128.67	25,108.82	4,355.51
11-000-211-173	2,000.00	367.65	.00	1,632.35
	4,047.00	.00	4,047.00	.00
11-000-211-220	27,939.00	12,976.50	14,169.98	792.52
11-000-211-270	800.00	418.11	.00	381.89
	90,379.00	39,890.93	43,325.80	7,162.27
Health Services				
11-000-213-100	67,073.00	28,776.84	35,040.00	3,256.16
11-000-213-220	356.00	.00	356.00	.00
11-000-213-270	11,757.00	7,329.72	.00	4,427.28
11-000-213-300	5,000.00	.00	.00	5,000.00
11-000-213-600	2,385.00	800.03	911.88	673.09
11-000-213-800	715.00	214.00	.00	501.00
	87,286.00	37,120.59	36,307.88	13,857.53
Speech/Occupational Therapy/Physical Therapy and Related Services				
11-000-216-100	62,494.00	24,964.00	37,446.00	84.00
11-000-216-320	46,451.00	17,248.75	28,886.25	316.00
11-000-216-600	500.00	407.24	7.23	85.53
11-000-216-270	40,032.00	19,439.22	18,691.02	1,901.76
	149,477.00	62,059.21	85,030.50	2,387.29

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 December

	Appropriations	Expenditures	Encumbrances	Available Balance
Extraordinary Services				
11-000-217-100 Salaries	93,167.00	22,513.60	26,876.00	43,777.40
11-000-217-270 Health Benefits	72,585.00	32,134.85	39,048.19	1,401.96
	165,752.00	54,648.45	65,924.19	45,179.36
Guidance Services				
11-000-218-104 Salaries of Other Professional Staff	32,166.00	12,866.40	19,299.60	.00
11-000-218-270 Health Benefits	11,700.00	5,641.22	5,591.54	467.24
11-000-218-600 Supplies and Materials	750.00	715.93	.00	34.07
	44,616.00	19,223.55	24,891.14	501.31
Child Study Teams				
11-000-219-104 Salaries of Other Professional Staff	149,732.00	67,295.96	82,307.04	129.00
11-000-219-320 Purchased Professional - Educational Services	1,500.00	.00	.00	1,500.00
11-000-219-600 Supplies and Materials	9,000.00	7,913.40	.00	1,086.60
11-000-219-800 Other Objects	2,230.00	1,445.66	277.07	507.27
11-000-219-270 Health Benefits	58,062.00	28,843.21	20,198.99	9,019.80
	220,524.00	105,498.23	102,783.10	12,242.67
Improvement of Instruction Services				
11-000-221-102 Salaries of Supervisor of Instruction	101,885.00	48,342.01	49,500.04	4,042.95
11-000-221-104 Salaries of Other Professional Staff	3,200.00	3,060.00	.00	140.00
11-000-221-105 Salaries of Secretaries and Clerical Assistants	19,726.00	8,219.20	9,863.04	1,643.76
11-000-221-220 Social Security Contributions	2,138.00	.00	2,138.00	.00
11-000-221-600 Supplies and Materials	1,000.00	83.76	161.57	754.67
11-000-221-800 Other Objects	800.00	350.00	.00	450.00
	128,749.00	60,054.97	61,662.65	7,031.38
Instructional Staff Training Services				
11-000-223-320 Purchased Professional - Educational Services	1,000.00	500.00	500.00	.00
11-000-223-580 Travel - All Other	2,000.00	.00	.00	2,000.00
	3,000.00	500.00	500.00	2,000.00
Support Services - General Administration				
11-000-230-100 Salaries	170,830.00	83,237.64	87,233.52	358.84
11-000-230-331 Legal Services (Note: APSSD - Not Litigation Related Legal Services)	6,000.00	1,950.00	.00	4,050.00
11-000-230-332 Audit Fees	25,500.00	16,000.00	9,500.00	.00
11-000-230-334 Architectural/Engineering Services	10,000.00	.00	.00	10,000.00
11-000-230-339 Other Purchased Professional Services	22,115.00	20,972.10	1,100.00	42.90
11-000-230-530 Communications / Telephone	10,760.00	5,561.91	2,933.13	2,264.96
11-000-230-585 BOE Other Purchased Services	4,100.00	3,370.00	.00	730.00

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 December

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-590	Miscellaneous Purchased Services (400-500) [Other than 530 and 585]	233.08	374.96	4,391.96
11-000-230-610	General Supplies	5,618.85	110.00	537.15
11-000-230-890	Miscellaneous Expenditures	3,436.57	699.93	863.50
11-000-230-895	BOE Membership Dues and Fees	3,701.20	.00	98.80
	269,371.00	144,081.35	101,951.54	23,338.11
Support Services - School Administration				
11-000-240-103	Salaries of Principals / Assistant Principals / Program Directors	5,460.85	5,499.98	4.17
11-000-240-600	Supplies and Materials	200.00	.00	200.00
11-000-240-800	Other Objects	1,000.00	845.00	155.00
	12,165.00	6,305.85	5,499.98	359.17
Central Services				
11-000-251-100	Salaries	87,419.02	73,824.52	4,844.46
11-000-251-330	Purchased Professional Services	300.00	.00	.00
11-000-251-340	Purchased Technical Services	21,732.80	300.00	.00
11-000-251-600	Supplies and Materials	4,000.00	1,658.92	2,341.08
11-000-251-890	Miscellaneous Expenditures	4,000.00	2,269.61	650.47
	196,120.80	113,080.35	75,204.44	7,836.01
Administrative Information Technology				
11-000-252-100	Salaries	8,570.00	.00	8,570.00
11-000-252-600	Supplies and Materials	5,590.95	2,055.12	3,535.83
	14,160.95	2,055.12	.00	12,105.83
Required Maintenance for School Facilities				
11-000-261-100	Salaries	10,358.04	10,358.96	12,403.00
11-000-261-420	"Cleaning, Repair, and Maintenance Services"	96,344.70	9,959.38	23,474.10
11-000-261-610	General Supplies	14,883.35	842.16	3,018.74
11-000-261-800	Other Objects	14,080.25	.00	5,984.75
11-000-261-220	Social Security Contributions	2,534.00	.00	2,534.00
11-000-261-270	Health Benefits	37,519.00	16,178.02	2,895.24
	241,760.43	154,112.08	37,338.52	50,309.83
Custodial Services				
11-000-262-100	Salaries	88,372.06	86,414.02	7,463.92
11-000-262-107	Salaries of Non-Instructional Aides	11,213.30	.00	34,011.70
11-000-262-220	Social Security Contributions	2,484.54	14,612.46	.00
11-000-262-260	Workmen's Compensation	35,697.74	.00	397.26
11-000-262-270	Health Benefits	27,055.32	23,846.48	3,522.20
11-000-262-300	Purchased Professional and Technical Services	5,079.29	.00	270.71

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2022-23 December**

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-490				14.00
11-000-262-520	5,150.00	1,961.46	3,174.54	26,882.51
11-000-262-610	83,512.00	56,629.49	.00	2,960.41
11-000-262-621	10,220.00	5,889.52	1,370.07	.00
11-000-262-622	50,480.00	7,661.47	42,818.53	89.00
	38,300.00	16,627.51	21,583.49	
	528,103.00	258,671.70	193,819.59	75,611.71
Security				
11-000-266-420	9,000.00	2,840.72	.00	6,159.28
11-000-266-610	2,000.00	420.00	.00	1,580.00
	11,000.00	3,260.72	.00	7,739.28
Student Transportation Services				
11-000-270-160	38,501.00	19,250.52	19,250.48	.00
11-000-270-503	14,500.00	.00	.00	14,500.00
11-000-270-512	100.00	.00	.00	100.00
11-000-270-513	64,800.00	17,277.64	47,348.73	173.63
11-000-270-515	28,600.00	.00	14,301.72	14,298.28
11-000-270-517	83,710.00	22,371.65	59,338.35	2,000.00
11-000-270-518	45,000.00	14,663.34	14,266.66	16,070.00
	275,211.00	73,563.15	154,505.94	47,141.91
Personnel Services - Unallocated Employee Benefits				
11-000-291-220	30,218.00	30,218.00	.00	.00
11-000-291-241	104,734.00	2,009.68	7,990.32	94,734.00
11-000-291-260	5,000.00	5,000.00	.00	.00
11-000-291-270	67,906.00	29,258.09	32,852.21	5,795.70
11-000-291-280	9,000.00	.00	.00	9,000.00
11-000-291-290	12,000.00	.00	.00	12,000.00
	228,858.00	66,485.77	40,842.53	121,529.70
Facilities Acquisition and Construction Services				
12-000-400-720	20,000.00	20,000.00	.00	.00
12-000-400-896	21,662.00	10,525.60	11,136.40	.00
	41,662.00	30,525.60	11,136.40	.00
Other Uses				
11-000-500-561	43,142.00	818.00	.00	42,324.00

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 December

	Appropriations	Expenditures	Encumbrances	Available Balance
Equipment	43,142.00	818.00	.00	42,324.00
Contribution (Transfer) of Funds to Charter Schools	.00	.00	.00	.00
General Fund	7,588,660.18	3,090,561.51	3,700,887.32	797,211.35

David [Signature]
 School Business Administrator Signature

1/13/23
 Date

20 Special Revenue Fund

Assets and Liabilities

Assets		
101	Cash	(6,989.04)
	Accounts Receivable:	
132	Interfund Receivable	199,546.95
141	A/R: State of NJ	199,546.95
Resources		
301	Estimated Revenues	1,957,606.64
302	Revenues	(603,042.06)
		<u>1,354,564.58</u>
	Total assets and resources:	1,547,122.49

20 Special Revenue Fund
Liabilities and Fund Equity

Liabilities			
481	Deferred Revenue	<u>1,033.45</u>	1,033.45
Fund Balance			
753	Appropriated		
	Reserve for Encumbrances		
754	Reserve for Encumbrances: Current	532,659.64	
	Reserve for Encumbrances: Prior		
601	Appropriations	1,958,091.64	
602	Expenditures	412,002.60	
603	Encumbrances	<u>532,659.64</u>	
	Less: Expenditures and Encumbrances	(944,662.24)	
	Total Appropriations		<u>1,546,089.04</u>
75X,76x	Reserved Fund Balance		
	Other Reserves	<u>.00</u>	.00
	Total Reserved Fund Balance:		
303	Unappropriated:		
	Budgeted Fund Balance		
770	Unassigned Fund Balance		
	Total Unappropriated:		<u>.00</u>
	Total Liabilities and Fund Balance		<u>1,547,122.49</u>

20 Special Revenue Fund
Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	1,958,091.64	944,662.24	1,013,429.40
Revenues	(1,957,606.64)	(603,042.06)	(1,354,564.58)
	485.00	341,620.18	(341,135.18)
Less: Reserve for Encumbrances: Prior	485.00	485.00	.00
Budgeted Fund Balance:	.00	341,135.18	-341,135.18

20 Special Revenue Fund

Interim Statements Comparing
 Budget Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX From Local Sources	6,507.44	5,473.99	1,033.45	
3XXX From State Sources	338,148.00	332,568.00	5,580.00	
4XXX From Federal Sources	1,529,809.20	181,858.07	1,347,951.13	
5XXX From Other Sources	83,142.00	83,142.00	.00	
	1,957,606.64	603,042.06	1,354,564.58	
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance
20-* Local Projects				
Other Special Revenue Fund	6,992.44	1,657.38	.00	5,335.06
	6,992.44	1,657.38	.00	5,335.06
20-218-xxx-xxx State Projects				
Preschool Education Aid	415,710.00	178,146.56	227,890.12	9,673.32
SDA Emergent Needs and Capital Maint	5,580.00	.00	.00	5,580.00
	421,290.00	178,146.56	227,890.12	15,253.32
20-23x-xxx-xxx Federal Projects				
ESSA Title I, Part A	115,042.00	37,433.04	56,164.96	21,444.00
ESSA Title III	10,190.00	2,540.40	3,810.60	3,839.00
I.D.E.A. Part B	122,716.00	39,816.80	59,975.20	22,924.00
ESSA Title IIA / IID	10,886.00	1,256.00	1,262.00	8,368.00
ESSA Title IV	10,000.00	4,993.00	.00	5,007.00
CRRSA Act-ESSER II Grant Program	181,697.82	80,189.61	67,714.83	33,793.38
CRRSA Act-Learning Acceleration Grant Program	3,260.00	420.00	.00	2,840.00
CRRSA Act-Mental Health Grant Program	2,751.00	.00	.00	2,751.00
ARP-ESSER Grant Program	919,123.89	51,457.60	77,186.40	790,479.89
ARP ESSER Subgrant (ALCES)	29,600.00	407.00	18,000.00	11,193.00
ARP ESSER Subgrant (EBSLEA)	40,000.00	.00	.00	40,000.00
ARP Evidence Based Learning Beyond the Sch Day	39,542.49	1,271.61	2,035.13	36,235.75
20-491-xxx-xxx ARP ESSER Subgrant (NJTSS)	45,000.00	12,413.60	18,620.40	13,966.00
	1,529,809.20	232,198.66	304,769.52	992,841.02
	1,958,091.64	412,002.60	532,659.64	1,013,429.40

**Report of the Secretary to the Board of Education
Bradley Beach Board of Education
2022-23 December**

11/23/2023 11:23 AM

20 Special Revenue Fund

Schedule Of Revenues
 Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from Local Sources			
Revenue from Local Sources	6,507.44	5,473.99	1,033.45
	6,507.44	5,473.99	1,033.45
Revenues from State Sources			
Preschool Education Aid and Prior Year Carryover	332,568.00	332,568.00	.00
SDA Emergent Needs and Capital Maint in School Districts	5,580.00	.00	5,580.00
	338,148.00	332,568.00	5,580.00
Revenues from Federal Sources			
Title I-Part A	115,042.00	28,075.00	86,967.00
I.D.E.A. Part B	122,716.00	29,686.00	93,030.00
Title II-A	10,886.00	698.00	10,188.00
Title IV - Part A - Student Support and Acad Enrichment	10,000.00	4,992.00	5,008.00
Title III	10,190.00	1,905.00	8,285.00
CRRSA Act - ESSER II	181,697.82	67,771.36	113,926.46
CRRSA Act - Learning Acceleration Grant	3,260.00	420.00	2,840.00
CRRSA Act - Mental Health Grant	2,751.00	.00	2,751.00
ARP-ESSR	919,123.89	38,593.71	880,530.18
ARP ESSER Accelerated Learning Coaching/Ed Support	29,600.00	407.00	29,193.00
ARP ESSER Evid-Based Sum Learning & Enrichment Act	40,000.00	.00	40,000.00
ARP ESSER Evid-Based Comp Beyond the School Day Act	39,542.49	.00	39,542.49
ARP ESSER NJTSS Mental Health Support Staffing	45,000.00	9,310.00	35,690.00
	1,529,809.20	181,858.07	1,347,951.13
Revenues from Other Financing Sources			
Interfund Transfers	83,142.00	83,142.00	.00
	83,142.00	83,142.00	.00
	1,957,606.64	603,042.06	1,354,564.58

20-5200

20 Special Revenue Fund
Statement of Appropriations
Compared with Expenditures and Encumbrances

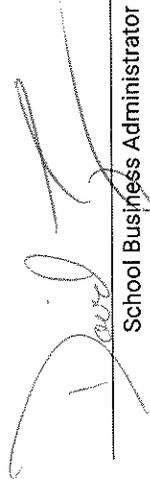
	Appropriations	Expenditures	Encumbrances	Available Balance
Other Local Projects				
20-001-200-600	6,992.44	1,657.38	.00	5,335.06
Program Expenditures	6,992.44	1,657.38	.00	5,335.06
Preschool Education				
20-218-100-101	222,276.00	88,910.40	133,365.60	.00
Salaries of Teachers				
20-218-100-106	53,884.00	21,500.80	32,251.20	132.00
Other Salaries for Instruction				
20-218-200-102	40,200.00	20,099.94	20,100.06	.00
Salaries of Supervisors of Instruction				
20-218-200-104	13,709.00	5,483.60	8,225.40	.00
Salaries of Other Professional Staff				
20-218-200-200	81,641.00	42,151.82	29,947.86	9,541.32
Personal Services - Employee Benefits				
20-218-200-330	4,000.00	.00	4,000.00	.00
Other Purchased Professional Services				
	415,710.00	178,146.56	227,890.12	9,673.32
ESSA Title I, Part A				
20-231-100-101	76,690.00	30,676.00	46,014.00	.00
Salaries of Teachers				
20-231-200-200	18,352.00	1,459.04	2,203.96	14,689.00
Employee Benefits				
	95,042.00	32,135.04	48,217.96	14,689.00
ESSA Title I, Part A				
20-234-100-101	13,245.00	5,298.00	7,947.00	.00
Salaries of Teachers				
20-234-200-200	6,755.00	.00	.00	6,755.00
Employee Benefits				
	20,000.00	5,298.00	7,947.00	6,755.00
ESSA Title III				
20-241-100-101	6,351.00	2,540.40	3,810.60	.00
Salaries of Teachers				
20-241-200-200	3,239.00	.00	.00	3,239.00
Employee Benefits				
20-241-200-580	500.00	.00	.00	500.00
Other Purchased Services				
20-241-200-600	100.00	.00	.00	100.00
Supplies and Materials				
	10,190.00	2,540.40	3,810.60	3,839.00
IDEA Part B				
20-250-100-101	33,000.00	13,200.00	19,800.00	.00
Salaries of Teachers				
20-250-100-106	53,752.00	21,500.80	32,251.20	.00
Salaries - Other				
20-250-200-200	20,942.00	1,644.80	2,467.20	16,830.00
Employee Benefits				
20-250-200-320	12,111.00	2,700.00	4,300.00	5,111.00
Professional Technical Services				
	119,805.00	39,045.60	58,818.40	21,941.00

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 December

	Appropriations	Expenditures	Encumbrances	Available Balance
20-252-100-101				
Salaries of Teachers	1,928.00	771.20	1,156.80	.00
20-252-200-200				
Employee Benefits	983.00	.00	.00	983.00
	2,911.00	771.20	1,156.80	983.00
ESSA Title IIA / IID				
20-270-200-580				
Program Expenditures	10,886.00	1,256.00	1,262.00	8,368.00
	10,886.00	1,256.00	1,262.00	8,368.00
ESSA Title IV				
20-280-100-100				
Salaries of Teachers	2,793.00	.00	.00	2,793.00
20-280-100-600				
Instructional Supplies	500.00	.00	.00	500.00
20-280-200-220				
Employee Benefits	214.00	.00	.00	214.00
20-280-200-320				
Professional Technical Services	4,993.00	4,993.00	.00	.00
20-280-200-580				
Other Purchased Services	1,275.00	.00	.00	1,275.00
20-280-200-600				
Supplies and Materials	225.00	.00	.00	225.00
	10,000.00	4,993.00	.00	5,007.00
CRRSA Act-ESSER II Grant Program				
20-483-100-101				
Program Expenditures	181,697.82	80,189.61	67,714.83	33,793.38
	181,697.82	80,189.61	67,714.83	33,793.38
CRRSA Act-Learning Acceleration Grant Program				
20-484-100-101				
Program Expenditures	3,260.00	420.00	.00	2,840.00
	3,260.00	420.00	.00	2,840.00
CRRSA Act-Mental Health Grant Program				
20-485-200-320				
Program Expenditures	2,751.00	.00	.00	2,751.00
	2,751.00	.00	.00	2,751.00
ARP-ESSER Grant Program				
20-487-100-101				
Program Expenditures	919,123.89	51,457.60	77,186.40	790,479.89
	919,123.89	51,457.60	77,186.40	790,479.89
ARP ESSER Subgrant (ALCES)				
20-488-200-320				
Program Expenditures	29,600.00	407.00	18,000.00	11,193.00
	29,600.00	407.00	18,000.00	11,193.00
ARP ESSER Subgrant (EBSLEA)				
20-489-100-101				
Program Expenditures	40,000.00	.00	.00	40,000.00
	40,000.00	.00	.00	40,000.00
ARP Evidence Based Learning Beyond the School Day				
20-490-100-100				
Program Expenditures	39,542.49	1,271.61	2,035.13	36,235.75
	39,542.49	1,271.61	2,035.13	36,235.75
ARP ESSER Subgrant (NJTSS)				

Report of the Secretary to the Board of Education
 Bradley Beach Board of Education
 2022-23 December

	Appropriations	Expenditures	Encumbrances	Available Balance
20-491-200-104	45,000.00	12,413.60	18,620.40	13,966.00
	45,000.00	12,413.60	18,620.40	13,966.00
SDA Emergent Needs and Capital Maintenance in School Districts				
20-492-400-730	5,580.00	.00	.00	5,580.00
	5,580.00	.00	.00	5,580.00
Special Revenue Fund	1,958,091.64	412,002.60	532,659.64	1,013,429.40



 School Business Administrator Signature

Date

1/13/23

30 Capital Projects Fund

Assets and Liabilities

Assets	
101	Cash
Resources	
301	Estimated Revenues
302	Revenues
	<u>.00</u>

Total assets and resources:

30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities		.00
Fund Balance		
	Appropriated	
	Reserve for Encumbrances	
753	Reserve for Encumbrances: Current	
754	Reserve for Encumbrances: Prior	
601	Appropriations	
602	Expenditures	
603	Encumbrances	
	Less: Expenditures and Encumbrances	
	Total Appropriations	.00
	Reserved Fund Balance	
75X,76x	Other Reserves	.00
	Total Reserved Fund Balance:	.00
	Unappropriated:	
303	Budgeted Fund Balance	
770	Fund Balance	
	Total Unappropriated:	.00

Total Liabilities and Fund Balance

30 Capital Projects Fund
 Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(.00)	(.00)
	.00	.00	.00
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	.00	.00

30 Capital Projects Fund

Interim Statements Comparing

Budget Revenue with Actual to Date and

Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds	Budgeted Estimated	Actual To Date	Encumbrances	Available Balance	Unrealized Balance
	.00	.00			.00
Expenditures	Appropriations	Expenditures	Encumbrances	Available Balance	

30 Capital Projects Fund

Schedule Of Revenues

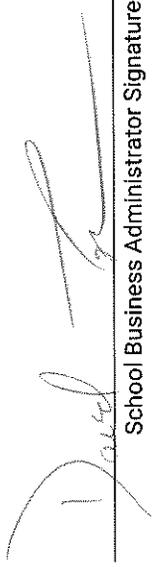
Actual Compared with Estimated

	Estimated	Actual	Unrealized
	.00	.00	.00

30 Capital Projects Fund

Statement of Appropriations
Compared with Expenditures and Encumbrances

Capital Projects Fund	Appropriations	Expenditures	Encumbrances	Available Balance
	.00	.00	.00	.00


School Business Administrator Signature

1/13/23
Date

40 Debt Service Fund
Assets and Liabilities

Assets		
101	Cash	78,201.57
121	Tax Levy Receivable	92,958.00
Resources		
301	Estimated Revenues	174,300.00
302	Revenues	(174,300.00)
		<u>.00</u>
	Total assets and resources:	171,159.57

40 Debt Service Fund

Liabilities and Fund Equity

Liabilities		.00
Fund Balance		
753	Appropriated	
754	Reserve for Encumbrances	
	Reserve for Encumbrances: Current	
	Reserve for Encumbrances: Prior	
601	Appropriations	174,300.00
602	Expenditures	3,150.00
603	Encumbrances	(3,150.00)
	Less: Expenditures and Encumbrances	
	Total Appropriations	171,150.00
75X,76x	Reserved Fund Balance	
	Other Reserves	.00
	Total Reserved Fund Balance:	.00
303	Unappropriated:	
770	Budgeted Fund Balance	
	Fund Balance	9.57
	Total Unappropriated:	9.57
	Total Liabilities and Fund Balance	171,159.57

40 Debt Service Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	174,300.00	3,150.00	171,150.00
Revenues	(174,300.00)	(174,300.00)	(.00)
	.00	(171,150.00)	171,150.00
Less: Reserve for Encumbrances: Prior Budgeted Fund Balance:	.00	-171,150.00	171,150.00

40 Debt Service Fund

Schedule Of Revenues
 Actual Compared with Estimated

	Estimated	Actual	Unrealized
Revenues from Local Sources			
Ad Valorem Taxes - Local Tax Levy	174,300.00	174,300.00	.00
	174,300.00	174,300.00	.00
	174,300.00	174,300.00	.00

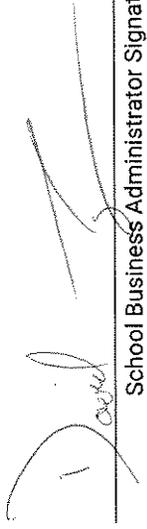
40-1210

40 Debt Service Fund

**Statement of Appropriations
 Compared with Expenditures and Encumbrances**

	Appropriations	Expenditures	Encumbrances	Available Balance
Regular Debt Service				
Redemption of Principal-Early Retirement Bonds	168,000.00	.00	.00	168,000.00
Interest on Bonds	6,300.00	3,150.00	.00	3,150.00
	<u>174,300.00</u>	<u>3,150.00</u>	<u>.00</u>	<u>171,150.00</u>
Debt Service Fund	174,300.00	3,150.00	.00	171,150.00

40-701-510-910
 40-701-510-834


 School Business Administrator Signature

1/13/23
 Date

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

12/31/22

Attachment VIII-L

PAGE 1 OF 6

FUNDS	CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	ENDING CASH BALANCE(1+2-3)
GENERAL FUND—FUND 10	\$1,844,652.23	\$1,294,540.84	\$1,315,462.48	\$1,823,730.59
SPECIAL REVENUE FUND—FUND 20	\$48,018.44	\$35,523.58	\$90,531.06	(\$6,989.04)
CAPITAL PROJECTS FUND—FUND 30	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE FUND—FUND 40	\$65,858.57	\$15,493.00	\$3,150.00	\$78,201.57
TOTAL GOVERNMENTAL FUNDS	\$1,958,529.24	\$1,345,557.42	\$1,409,143.54	\$1,894,943.12
ENTERPRISE FUND—FUND 5X	\$39,051.53	\$10,148.37	\$14,213.69	\$34,986.21
PAYROLL	\$74.85	\$253,468.06	\$253,462.95	\$79.96
PAYROLL AGENCY	\$67,562.77	\$201,379.07	\$178,033.11	\$90,908.73
UNEMPLOYMENT TRUST	\$36,699.18	\$24.51	\$0.00	\$36,723.69
TOTAL TRUST & AGENCY FUNDS	\$104,336.80	\$454,871.64	\$431,496.06	\$127,712.38
TOTAL ALL FUNDS	\$2,101,917.57	\$1,810,577.43	\$1,854,853.29	\$2,057,641.71

PREPARED & SUBMITTED BY


TREASURER OF SCHOOL MONIES

1/18/2023
DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT
 BANK: BANK OF AMERICA
 ACCOUNT #726-0100062

STATEMENT DATE: 12/31/22

BALANCE PER BANK			\$1,983,162.55
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
REIMBURSEMENT DUE FOR		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT			\$0.00
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$88,219.41	
		\$0.00	
OTHER		\$0.02	
TOTAL DEDUCTIONS		\$88,219.43	
NET RECONCILING ITEMS			(\$88,219.43)
ADJUSTED BALANCE PER BANK			\$1,894,943.12

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: 12/31/22

BALANCE PER BANK			\$96,533.23
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$5,624.50	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$5,624.50	
NET RECONCILING ITEMS			(\$5,624.50)
ADJUSTED BALANCE PER BANK			\$90,908.73

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:	12/31/22		
BALANCE PER BANK			\$260.53
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$180.57	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$180.57	
NET RECONCILING ITEMS			(\$180.57)
ADJUSTED BALANCE PER BANK			\$79.96

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:	12/31/22		
BALANCE PER BANK			\$36,723.69
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$2,494.96 #1054	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$2,494.96	
NET RECONCILING ITEMS			(\$2,494.96)
ADJUSTED BALANCE PER BANK			\$34,228.73

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: 12/31/22

BALANCE PER BANK			\$34,986.21
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			\$34,986.21

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 12/31/22
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
37267	\$180.57		

GRAND TOTAL, SALARY ACCOUNT

\$180.57

OUTSTANDING CHECKS AS OF
CASH ACCOUNT #726-0100062

12/31/22

PAGE 6 OF 6

CHECK #	AMOUNT	CHECK #	AMOUNT
21158	\$1,325.00		
21162	\$1,682.40		
21215	\$385.00		
21232	\$1,130.97		
21308	\$598.50		
21317	\$34.00		
21319	\$120.00		
21322	\$665.00		
21323	\$600.00		
21324	\$399.00		
21333	\$260.00		
21335	\$21,703.97		
21337	\$20.00		
21338	\$161.89		
21341	\$125.00		
21345	\$2,200.00		
21347	\$101.89		
21350	\$53,412.64		
21351	\$765.00		
21352	\$987.35		
21354	\$671.44		
21362	\$440.98		
21366	\$429.38		

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

12/31/22

CHECK #	AMOUNT	CHECK #	AMOUNT
7486	\$44.62		
7487	\$5,579.88		

Account Maintenance Report

Appropriation Adjustments and Transfers for 2022-23 12/30/2022 - 12/30/2022

[Adjustment] Tx: 22299 to record December Transfers

Date	Fund	Act #	Act Desc	Type	Pre	Adjustment	Post
12/30/2022	11	11-000-213-270-00	Health Benefits	Adjustment	12,757.00	-1,000.00	11,757.00
12/30/2022	11	11-000-213-600-00	Supplies Health	Adjustment	1,885.00	500.00	2,385.00
12/30/2022	11	11-000-213-800-00	Other Objects	Adjustment	215.00	500.00	715.00
12/30/2022	11	11-000-219-104-00- SU	Salaries CST Summer	Adjustment	1,400.00	-1,000.00	400.00
12/30/2022	11	11-000-219-320-00	Purchase prof-ed service CST	Adjustment	1,000.00	500.00	1,500.00
12/30/2022	11	11-000-219-800-00	Other objects	Adjustment	1,730.00	500.00	2,230.00
12/30/2022	11	11-000-251-600-00	Supplies and materials	Adjustment	2,500.00	1,500.00	4,000.00
12/30/2022	11	11-000-252-100-00	Salaries: Technology	Adjustment	10,070.00	-1,500.00	8,570.00
12/30/2022	11	11-000-270-515-00	Contract service jointure special	Adjustment	14,500.00	14,100.00	28,600.00
12/30/2022	11	11-000-500-561-00	Transfer of funds to charter school	Adjustment	14,662.00	28,480.00	43,142.00
12/30/2022	11	11-120-100-101-00	Salaries: Teachers Grades 1-5	Adjustment	1,022,147.00	-14,100.00	1,008,047.00
12/30/2022	11	11-120-100-101-00	Salaries: Teachers Grades 1-5	Adjustment	1,008,047.00	-28,480.00	979,567.00
							.00

Bills and Claims

Batch 23-0160 Jan. Board Meeting (1/1/2023)
 , Batch 23-0161 Cafeteria Interfund Supply Chain Assistance (1/6/2023)
 , Batch 23-0173 NSLP November 2022 (1/24/2023)

Vendor Name	Account Number	Id	PO Number	Description	Batch	Check #	Amount to Pay
A.A. Physical Therapy Services LLC	20-250-200-320-00	2006	PO-23-000195	Service Inv: DEC	23-0160	21368	550.00
							550.00
Acelero Learning Monmouth Middlesex County Inc.	11-000-223-320-00	ACEL	PO-23-000212	Service Inv: NOV.11-22-BBES	23-0160	21369	500.00
Acelero Learning Monmouth Middlesex County Inc.	20-218-200-330-00	ACEL	PO-23-000212	Service Inv: OCT.10-22 BBES	23-0160	21369	500.00
							1,000.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-23-000020	Service Inv: 524920	23-0160	21370	10.00
Alliance Commercial Pest Control, Inc.	11-000-261-420-00	90060	PO-23-000020	Service Inv: 521825	23-0160	21370	70.00
							80.00
Amazon.com	11-190-100-610-11-AR	AMAZO N	PO-23-000262	Supplies Inv: SEE ATTACHED	23-0160	21371	230.22
Amazon.com	11-000-221-600-00	AMAZO N	PO-23-000345	Supplies Inv: 476563885658	23-0160	21371	45.17
Amazon.com	11-000-230-890-00	AMAZO N	PO-23-000389	Supplies	23-0160	21371	132.99
							408.38
Ameriflex	11-000-251-340-00	AMERFL	PO-23-000180	Service Inv: 584656	23-0160	21372	50.00
							50.00
Asbury Park Press	11-000-230-590-00	1003	23-000374	Service Inv: 0005-509530	23-0160	21373	50.84
							50.84
Bradley Beach Board of Education	10-402	BRAD01	PO-23-000358	Service	23-0161	No Check	9,042.45
							9,042.45
Bradley Beach BOE	12-000-400-896-00	429	PO-23-000193	Service Inv: JAN.2023	23-0160	21374	2,166.20
							2,166.20
Bradley Beach BOE	11-000-100-568-00	BBSFAC	PO-23-000231	Tuition Inv: JAN	23-0160	21375	4,027.00
Bradley Beach BOE	10-402	BBSFAC	PO-23-000414	Service	23-0173	No Check	7,231.78
							11,258.78

**Disturcy Beach Board of Education
Bills and Claims
Batch 23-0160 Jan. Board Meeting (1/11/2023)
Batch 23-0161 Cafeteria Interfund Supply Chain Assistance (1/6/2023)
Batch 23-0173 NSLP November 2022 (1/24/2023)**

Vendor Name	Account Number	PO Number	Description	Batch	Check #	Amount to Pay
Holman Frenia Allison, P.C.	11-000-230-332-00	HOLMA N	PO-23-000011 Service Inv: 54697	23-0160	21387	8,000.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-211-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-213-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	.00
Horizon Blue Cross Blue Shield of New Jersey	11-000-216-270-00	HORIZO	PO-23-000024 Service Inv: JANUARY 2023	23-0160	21388	3,408.50
Horizon Blue Cross Blue Shield of New Jersey	11-000-217-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	4,936.54
Horizon Blue Cross Blue Shield of New Jersey	11-000-218-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	1,205.47
Horizon Blue Cross Blue Shield of New Jersey	11-000-219-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	6,069.97
Horizon Blue Cross Blue Shield of New Jersey	11-000-261-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	3,408.50
Horizon Blue Cross Blue Shield of New Jersey	11-000-262-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	4,936.54
Horizon Blue Cross Blue Shield of New Jersey	11-000-291-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	8,596.31
Horizon Blue Cross Blue Shield of New Jersey	11-110-100-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	1,205.47
Horizon Blue Cross Blue Shield of New Jersey	11-120-100-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	28,144.85
Horizon Blue Cross Blue Shield of New Jersey	11-130-100-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	19,479.94
Horizon Blue Cross Blue Shield of New Jersey	11-240-100-270-00	HORIZO	PO-23-000024 Service	23-0160	21388	3,051.84
Horizon Blue Cross Blue Shield of New Jersey	20-218-200-200-00	HORIZO	PO-23-000024 Service	23-0160	21388	8,238.53
						92,682.46
Horizon Blue Cross/Blue Shield	11-000-211-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	.00
Horizon Blue Cross/Blue Shield	11-000-213-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	.00
Horizon Blue Cross/Blue Shield	11-000-216-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	.00
Horizon Blue Cross/Blue Shield	11-000-217-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	360.21
Horizon Blue Cross/Blue Shield	11-000-218-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	52.97
Horizon Blue Cross/Blue Shield	11-000-219-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	296.66
Horizon Blue Cross/Blue Shield	11-000-261-270-00	DENTAL	PO-23-000033 Service	23-0160	21389	.00

**DRAGAGE DE LA COTE NORD DE LA BAIE DE LAURIE
Bills and Claims**
Batch 23-0160 Jan. Board Meeting (1/1/2023)
, Batch 23-0161 Cafeteria Interfund Supply Chain Assistance (1/6/2023)
, Batch 23-0173 NSLP November 2022 (1/24/2023)

Vendor Name	Account Number	PO Number	Description	Batch	Check #	Amount to Pay
Stephanie Soriano	11-000-223-580-00	19	PO-23-000417 Service	23-0160	21418	325.00
						325.00
Steven Kaiys MD MPH	11-000-213-300-00	STEVEN	PO-23-000426 Supplies Inv: 2022-2023 SY	23-0160	21419	2,000.00
						2,000.00
Superior Environmental Equipment Corp.	11-000-261-420-00	SUP	23-000408 Service Inv: 320-122822	23-0160	21420	400.00
Superior Environmental Equipment Corp.	11-000-261-420-00	SUP	PO-23-000432 Service	23-0160	21420	760.00
						1,160.00
Synergy Rehab LLC	11-000-216-320-00	SYN	PO-23-000202 Services Inv: DEC	23-0160	21421	2,975.00
						2,975.00
Taylor Hardware	11-000-261-610-00	1370	PO-23-000433 Supplies	23-0160	21422	3.99
						3.99
Team life Inc.	11-000-213-600-00	TEAM	PO-23-000403 Service Inv: 38633	23-0160	21423	259.00
						259.00
Twin Rocks Water	11-000-219-800-00	TW	PO-23-000340 Service Inv: 5996496	23-0160	21424	48.30
Twin Rocks Water	11-000-230-890-00	TW	PO-23-000340 Service	23-0160	21424	48.30
Twin Rocks Water	11-000-251-890-00	TW	PO-23-000340 Service	23-0160	21424	48.30
						144.90
Union County Educational Services Commission	11-000-100-562-00	UNION	PO-23-000266 Service Inv: DEC	23-0160	21425	6,211.10
						6,211.10
Verizon	11-000-230-530-01	VER	PO-23-000181 Service Inv: 11/24 - 12/23	23-0160	21426	228.08
						228.08
Weights and Measures Fund	11-000-213-800-00	191	PO-23-000398 Service Inv: 14-031809-23	23-0160	21427	25.00
						25.00
Wida	11-000-230-610-00	WIDA	PO-23-000353 Service Inv: W-0081542	23-0160	21428	110.00

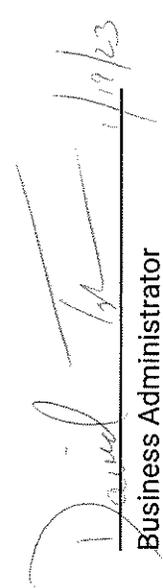
Batch 23-0160 Jan. Board Meeting (1/1/2023)
 , Batch 23-0161 Cafeteria Interfund Supply Chain Assistance (1/6/2023)
 , Batch 23-0173 NSLP November 2022 (1/24/2023)

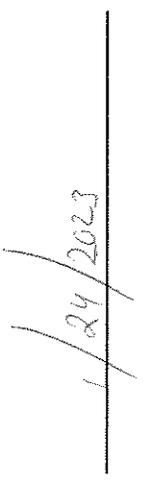
Resolved that the Bills & Claims against the Board of Education as herein enumerated for equipment, material, and supplies, furnished and delivered and for work done and performance, and certified as correct by the Secretary of the Board of Education be and the same are ordered paid when approved by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

Fund	Program	Purchase Orders	Amount	Prior Year	Total
10	General Fund	2	16,274.23		16,274.23
	Fund total:		16,274.23		16,274.23
11	General Current Expense	73	249,384.31		249,384.31
11	General Current Expense	2	1,205.47		1,205.47
11	General Current Expense	2	29,588.31		29,588.31
11	General Current Expense	2	20,467.99		20,467.99
11	General Current Expense	11	9,641.02		9,641.02
11	General Current Expense	2	3,184.26		3,184.26
11	General Current Expense	1	2,800.00		2,800.00
	Fund total:		316,271.36		316,271.36
12	Capital Outlay	1	2,166.20		2,166.20
	Fund total:		2,166.20		2,166.20
20	Special Revenue Fund	3	9,035.19		9,035.19
20	Special Revenue Fund	1	550.00		550.00
20	Special Revenue Fund	3	733.00		733.00
	Fund total:		10,318.19		10,318.19
	Grand totals:	103	345,029.98		345,029.98

BRATNEY DEACON BOARD OF EDUCATION
Bills and Claims

Batch 23-0160 Jan. Board Meeting (1/1/2023)
, Batch 23-0161 Cafeteria Interfund Supply Chain Assistance (1/6/2023)
, Batch 23-0173 NSLP November 2022 (1/24/2023)


Business Administrator


1/24/2023

Cafeteria Bill List					
01/24/23					
Vendor	Amount	Check #	Invoice	Purchase Order#	
Maschio Food Service	11,791.87	1979	November 2022	23-00003A	
Maschio Food Service	10,375.33	1979	December 2022	23-00004A	
Total Bill List	22,167.20				