

GLEN ROCK BOARD OF EDUCATION
Glen Rock, New Jersey 07452
HIGH SCHOOL/MIDDLE SCHOOL CAFETERIA
February 27, 2023

- WORK/REGULAR SESSION MINUTES -

Ms. Rundell called the meeting to order at 6:00 PM. In accordance with the Open Public Meetings Act, Chapter 231, the Laws of 1975, notice of this meeting has been sent to all school offices, officially designated newspapers, filed with the Borough Clerk and posted in the Board of Education office, forty-eight (48) hours in advance of the meeting.

MEMBERS PRESENT: Ms. Carosella, Ms. Carr, Mr. Corey,
Mr. Hayward, Dr. Robinson (at 6:07 PM), Ms. Scarpelli,
Ms. Stephenson, Ms. Rundell

MEMBERS ABSENT: Ms. McNabola

ALSO PRESENT: Dr. Brett Charleston, Superintendent of Schools
Mr. Michael Rinderknecht, Business Administrator/
Board Secretary
Mr. Greg Van Nest, Asst. Superintendent - absent
6 Members of the Public
0 Press Representative(s)

BE IT RESOLVED BY THE GLEN ROCK BOARD OF EDUCATION that

WHEREAS, The Board of Education of Glen Rock must discuss personnel and legal matters which includes a review of non-tenured staff and HIB matters; and

WHEREAS, The aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

WHEREAS, The aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231; it is therefore,

RESOLVED, That the aforesaid subjects shall be discussed in private session by this Board at the conclusion of the public segment of this meeting, and information pertaining thereto will be made available to the public at the next regularly scheduled meeting, or as soon thereafter as possible but no later than April 24, 2023, if reasons for non-disclosure no longer exist.

Motion made by Ms. Scarpelli Seconded by Mr. Hayward to recess to closed session at 6:00 PM.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√	√	√			√	√	√
NO									
ABSENT					√	√			
ABSTAIN									

WORK / REGULAR SESSION CALL TO ORDER:
Immediately following Closed Session – Approximately 7:00 PM

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
PRESENT	√	√	√	√		√	√	√	√
ABSENT					√				

FLAG SALUTE

ADEQUATE NOTICE OF MEETING

In accordance with P.L. 1975 Chapter 231, notice of tonight's meeting was mailed to The Record and The Ridgewood News on January 3, 2023. Notice of this meeting was also mailed to the Borough Clerk and was posted on the bulletin board of the Board of Education Office in the Administration Building on the same date. Copies of the procedures in effect for Regular Board Meetings are available for the public at tonight's meeting.

MISSION STATEMENT

The Glen Rock School District founded on principles of education, in partnership with a supportive community, provides an exceptional education to all students to cultivate resilient, responsible and engaged global citizens.

STATEMENT TO THE PUBLIC

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied and Board of Education President concurs that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Board of Education meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

STUDENT COUNCIL REPRESENTATIVE’S REPORT

➤ Kate Weyant – Student Council Representative

Ms. Weyant reported on various student related activities.

Dr. Charleston briefly spoke of the interview process and the appointment of the new Business Administrator/Board Secretary, James Canellas.

PERSONNEL RESOLUTIONS

Motion made by Dr. Robinson Seconded by Ms. Scarpelli to approve Resolutions P1 through P2 as listed below.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√		√		√	√	√	√
NO									
ABSENT					√				
ABSTAIN			√						

P1. Whereas, an employment agreement between the Glen Rock Board of Education (hereinafter referred to as the “Board”) and James Canellas for the position of School Business Administrator/Board Secretary for the Glen Rock School District (hereinafter referred to as the “District”) was submitted to and approved by the Executive County Superintendent according to the standards adopted by the Commissioner of Education pursuant to N.J.S.A. 18A:7-8(j) which are set forth in N.J.A.C. 6A:9-12.

Be it resolved that the Board hereby appoints James Canellas as the School Business Administrator/Board Secretary for the District for the period beginning June 1, 2023 and ending on June 30, 2023, at an annual salary of one hundred seventy eight thousand and 00/100 dollars (\$178,000.00), which shall be prorated for one (1) month of employment in the amount of fourteen thousand eight hundred thirty three and 33/100 dollars (\$14,833.33).

Be it further resolved that the Board approves the Employment Agreement with James Canellas for the position of School Business Administrator/Board Secretary for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

Be it further resolved that the Board hereby authorizes the Board President and the Board Secretary/Business Administrator to execute the Employment Agreement on behalf of the Board. (Attached as Appendix A)

P2. Whereas, an employment agreement between the Glen Rock Board of Education (hereinafter referred to as the “Board”) and James Canellas for the position of School Business Administrator/Board Secretary for the Glen Rock School District (hereinafter referred to as the “District”) was submitted to and approved by the Executive County Superintendent according to the standards adopted by the Commissioner of Education pursuant to N.J.S.A. 18A:7-8(j) which are set forth in N.J.A.C. 6A:9-12.

Be it resolved that the Board hereby appoints James Canellas as the School Business Administrator/Board Secretary for the District for the period beginning July 1, 2023 and ending on June 30, 2024, at an annual salary of one hundred seventy eight thousand and 00/100 dollars (\$178,000.00).

Be it further resolved that the Board approves the Employment Agreement with James Canellas for the position of School Business Administrator/Board Secretary for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

Be it further resolved that the Board hereby authorizes the Board President and the Board Secretary/Business Administrator to execute the Employment Agreement on behalf of the Board. (Attached as Appendix B)

Mr. Canellas thanked the Board and noted he is looking forward to working with everyone in Glen Rock.

CHIEF SCHOOL ADMINISTRATOR’S REPORT

➤ Hamilton Addition Update

~~Mr. David Didimamoff and Ms. Cathey List, Parette Somjen Architects
Postponed due to inclement weather~~

➤ Nabisco Demolition Update

Mr. Donald Mutch, Supervisor of Buildings and Grounds

PUBLIC COMMENTS AGENDA ITEMS ONLY (I OF II)

The rules for public input at board meetings are contained in Glen Rock Policy 0167 - copies are available at each meeting.

Meeting opened to public comments at 7:24 PM.

A resident spoke about Critical Race Theory and other professional development items on the agenda.

A resident spoke positively on the interview process of the incoming Business Administrator as well as the district’s handling thus far on the Nabisco demolition. He asked about state testing and how the students are catching up.

Meeting closed to public comments at 7:28 PM.

GENERAL RESOLUTIONS

Motion made by Ms. Carr Seconded by Mr. Corey to approve Resolutions G1 through G15 as listed below.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√	√	√		√	√	√	√
NO									
ABSENT					√				
ABSTAIN									

G1. Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary, approves the Minutes from the Regular and Closed Board meeting of January 23, 2023 and the Minutes from the Committee of the Whole and Closed Board meeting of February 13, 2023.

G2. Be it resolved that the Board, upon recommendation of the Chief School Administrator, reads for the second time and adopts the policies listed below which were read for the first time at the February 13, 2023 Committee of the Whole Meeting. (Attached as Appendix C)

P0152	Board Officers - Bylaws
P0161	Call, Adjournment, and Cancellation - Bylaws
P0162	Notice of Board Meeting - Bylaws
P1648.11	The Road Forward COVID 19 - (M) (Abolished)
P1648.13	School Employee Vaccination Requirement (M) (Abolished)
P2423	Bilingual and ESL Education - (M)
P2425	Emergency Virtual or Remote Instruction Program (M)
P5200	Attendance (M)
P5512	Harassment, Intimidation, OR Bullying (M)
P8140	Student Enrollments (M)
P8330	Student Records (M)

G3. Be it resolved that the Board, upon recommendation of the Chief School Administrator, reads and adopts the revised regulations listed below. (Attached as Appendix D)

R2423	Bilingual and ESL Education (M)
R2425	Emergency Virtual or Remote Instruction Program (M)
R8140	Enrollment Accounting (M)
R8330	Student Records (M)

R8420.10	Active Shooter (M)
R8420.2	Bomb Threats (M)
R8420.7	Lockdown Procedures (M)

- G4.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the 2022-2023 School Year Special Education out-of-district placements as follows:

Student	Program	Tuition	Account Number
214778	NVRHS Valley Program, Norwood, 1-1 Aide effective 9/1/22	\$45,150.00	11.000.217.320.32.00.001
216872	CTC Academy, Oakland, effective 2/15/23	\$35,497.00 (prorated)	11.000.100.566.30.16.000
213178	New Alliance Academy, Paramus, effective 2/27/23 – change of placement from BCSS, Evergreen Academy, Leonia	\$36,229.50 (prorated)	11.000.100.569.30.16.000

- G5.** Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary approves the following resolution:

Whereas, NJAC 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 2023-24 school year, and

Whereas, the Glen Rock Board of Education desires to apply for this waiver due to the fact that participation in SEMI would not provide a cost benefit to the district based on the projection of the district’s available SEMI reimbursement for the 2022-23 budget year.

Now therefore be it resolved that the Glen Rock Board of Education hereby authorizes the Business Administrator/Board Secretary to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2023-24 school year.

- G6.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves Fernando Naiditch, Ph.D. to conduct a one day professional development and training in best practices to support English language learners at a cost of \$2,500. to be funded with ARP ESSR III account number 20.487.200.300.31.00.001.

- G7.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves Professor Elliott Hammer to conduct a one day professional development on Implicit Bias at a cost of \$2,200. to be funded with ARP ESSR III account number 20.487.200.300.31.00.001.
- G8.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves New Jersey Teacher To Teacher, LLC to conduct two full day sessions with teaching staff on Co-Teaching models: the benefits of two teachers in a room to support and differentiate for all learners in a classroom at a cost not to exceed \$3,600. to be funded with ARP ESSR III account number 20.487.200.300.31.00.001.
- G9.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the RULER SEL curriculum training for Middle School staff members and administration at a cost not to exceed \$24,000. to be funded with ARP ESSR III account number 20.487.200.500.31.001 and account number 11.000.223.320.31.27.000.
- G10.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves CarePlus New Jersey to perform school clearances as needed at the rate of \$350. per clearance.
- G11.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the establishment of the following positions in accordance with the job descriptions: (Attached as Appendix E)
- Director of Community Relations
 - Assistant School Business Administrator
- G12.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following new digital HealthSmart subscription for the 2022-2023 school year at the amount of \$3,892.62.
- G13.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves an agreement with Franz Law Group to provide legal services in connection with pursuing claims associated with Social Media litigation.
- G14.** Be it resolved that the Board, upon recommendation of the Chief School Administrator approves the acceptance of the following donations:

Item/Purpose	To	From	Cash Value
Freezer for HSA ice cream sales	Coleman School	Cox Family	\$250.00
Board games, puzzles and books	Coleman School	Schept Family	\$250.00
White Board/adhesive tape for gym	Byrd School	HSA	\$100.00

Bulletin board for Art/Music room	Byrd School	HSA	\$313.00
Curtain rod	Byrd School	HSA	\$60.00
Curtain for music instrument shelves	Byrd School	Strauss Family	\$250.00
Basketball backboard and installation	Byrd School	Glen Rock Youth Basketball League	\$8,900.00

G15. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following field trips for students which will occur at no district expense, except for the cost of substitute teachers and overnight stipends, if any for the chaperones accompanying the students:

Club/Class/Grade	School	Teacher(s)	Location
Grade 3	Byrd	M. Kostka, M. Marx, A. Davis	Bergen Performing Arts Center Englewood, NJ
Grade 4	Byrd	C. Lota, U. Kearns, L. Heffernan	Great Swamp Outdoor Education Center Chatham, NJ
Grade 1	Central	R. Johnson, K. Pannaman	Bergen Performing Arts Center Englewood, NJ
Grade 2	Coleman	J. Lawson, E. DiLisio, Z. Fife	Van Saun Park Paramus, NJ
Grade 4	Coleman	L. Mitchell, T. Davidoff, K. Hyde	The Raptor Trust Millington, NJ
Grade 2	Hamilton	L. Horton, S. Goncalves	Field Station: Dinosaurs Leonia, NJ
Grade 3	Hamilton	K. McCloskey, A. Tillison	Turtle Back Zoo West Orange, NJ
Grade 4	Hamilton	A. Mutch, J. Thompson	Great Swamp Outdoor Education Center Chatham, NJ
Grade 5	Hamilton	R. Gloede, L. Ciabattoni	Liberty Hall Museum Union, NJ
DECA Club	High School	K. Heinemann, R. Duran	DECA State Competition Atlantic City, NJ
Jewish Student Union Club	High School	R. Forstot*, E. Morelli, S. Haziza*	Holocaust Museum & Center for Tolerance and Education Suffern, NY
Girls Who Code Club	High School	J. Han*, D. Matusic*	Girls Who Code - CodeFair New York, NY

*Substitute Required

BUSINESS RESOLUTIONS

Motion made by Dr. Robinson Seconded by Mr. Hayward to approve Resolutions B1 through B8 as listed below.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√	√	√		√	√	√	√
NO									
ABSENT					√				
ABSTAIN									

- B1.** Be it resolved that the Board, upon recommendation of the School Business Administrator/ Board Secretary, approves the adoption of the monthly certification(s) of Major Budgetary Account and Fund status as follows:

Whereas, the Board of Education has accepted and reviewed financial reports for the period ending January 31, 2023, including the Report of the Secretary;

Whereas, the Board has received and reviewed financial reports issued by the School Business Administrator/Board Secretary; (Attached as Appendix F)

Whereas, the Board has had consultations with the appropriate school administrators;

Resolved that members of the Board of Education do hereby certify that to the best of our knowledge, no major accounts appears to be overextended in violations of N.J.A.C 6A:23-2.11(c) 4 and that sufficient funds are available to meet the district board of education’s financial obligations for the remainder of the year.

- B2.** Be it resolved that the Board upon recommendation of the School Business Administrator/Board Secretary retroactively approves the transfer of funds/ budget adjustments for month ending January 31, 2023 in the amount of \$ 338,228.26. (Attached as Appendix G)

- B3.** Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary retroactively approves the bills list dated January, 2023 as follows:

Fund 10- General Fund	\$ 6,454,874.19
Fund 20 – Special Revenue	\$ 70,790.13
Fund 30 – Capital Projects	\$ 143,432.46
Fund 40 – Debt Service	\$ 151,906.25
Fund 60 - Cafeteria Account	\$ 71,866.63
Fund 65 – Community School Account	\$ 18,303.11
Unemployment Trust Account	\$ 0
January 2023, Payroll	\$ 3,113,508.77

- B4.** Be it resolved that the Board, upon recommendation of the School Business Administrator/ Board Secretary, retroactively approves the following change orders as submitted by Parette Somjen Architects and furthermore authorizes the School

Business Administrator/ Board Secretary to complete and execute all pertinent payment application summarized as follows:

Contractor/ Contract	Original Contract	Previously Approved Change Orders	Change Order #	Amount	Adjusted Contract Amount	Description
Panoramic Window & Door Systems, Inc.	\$1,598,000.00	0	01	(\$72,321.00)	\$1,525,679.00	Credit for unused allowance
Billy Contracting and Restoration, Inc.	\$3,764,000.00	0	01	\$0.00	\$3,764,000.00	Substantial completion date extension 4 weeks

- B5.** Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary, voids stale-dated checks in the Jr./Sr. Athletic Account in the amount of \$638.00. (Attached as Appendix H)
- B6.** Be it resolved that the Board, upon recommendation of the School Business Administrator/Board Secretary, voids stale-dated checks in the General Account in the amount of \$972.57. (Attached as Appendix I)
- B7.** Be it resolved by the Glen Rock Board of Education that the Board, upon recommendation of the School Business Administrator, authorizes the procurement of goods and services through W.B. Mason; and

Whereas, Title 18A:18A-10 provides that the Glen Rock Board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

Whereas, the Glen Rock School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Glen Rock Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

Now, therefore be it resolved that the Glen Rock Board of Education does hereby authorize the district purchasing agent to award the contract to purchase loose classroom furniture for Hamilton School under Ed Data Contract #10430 from W.B. Mason in the amount of \$162,471.93.

B8. Be it resolved that the Board, upon recommendation of the School Business Administrator/ Board Secretary, retroactively approves the following resolution:

Whereas, the best interests of the students require the Board of Education to begin a contract for the transportation services for in district special education bus route;

Whereas, the Board approved a contract with First Student, Inc. to provide transportation services for in district special education bus route for the 2022/2023 school year;

Therefore, be it resolved that the Board, upon recommendation of the School Business Administrator/ Board Secretary, approves the contract on a quote basis with First Student, Inc. to provide transportation services for in district special education bus route for the 2022/2023 school year beginning on January 23, 2023 to on/or before March 14, 2023.

Contractor	Vehicle Type	Price
First Student, Inc.	Yellow School Bus	\$550.00 day

PERSONNEL RESOLUTIONS

Motion made by Ms. Scarpelli Seconded by Ms. Carosella to approve Resolutions P3 through P22 as listed below.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√	√	√		√	√	√	√
NO									
ABSENT					√				
ABSTAIN			P3				P9		

P3. Be it resolved that the Board, upon the recommendation of the Chief School Administrator appoints James Canellas as Assistant School Business Administrator, at the annual salary of \$178,000. prorated for the period of May 15, 2023 until May 31, 2023.

P4. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, accepts with regret, the resignation of the following staff members for personal reasons, in accordance with the provisions of the GRBOE/GREA negotiated agreement:

Name	Position	Effective Date
Katherine Bennin	Social Studies Teacher High School	06/23/2023
Taylor Ingis	Spanish Teacher High School	06/30/2023

- P5.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves a leave of absence for Coleman/Hamilton School, Employee ID #046132, as follows:

Type of Absence	From	To
Medical Leave of Absence	04/17/2023	05/01/2023
FMLA and/or NJ FLA	05/02/2023	06/23/2023
FMLA and/or NJ FLA	09/05/2023	10/16/2023

- P6.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves a leave of absence for Coleman School, Employee ID #007978, as follows:

Type of Absence	From	To
FMLA and/or NJ FLA	02/09/2023	03/09/2023

- P7.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves an adjusted leave of absence for Middle School, Employee ID #039012, as follows:

Type of Absence	From	To
FMLA and/or NJ FLA	01/23/2023 no change	03/03/2023 new date

- P8.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves an adjusted leave of absence for Central School, Employee ID # 044040, as follows:

Type of Absence	From	To
Medical Leave of Absence	12/14/2022 no change	03/08/2023 new date
FMLA and/or NJ FLA	03/09/2023 new date	06/07/2023 new date

Unpaid Child Rearing Leave of Absence	06/08/2023 new date	06/23/2023 no change
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P9. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the initial tenure track appointment of the following non-certificated staff member for the 2022-2023 school year:

Name	School/ Department	Position	Start Date	Step (Salary)	Account Number
Cheryl Sara	Special Services	Administrative Assistant	02/28/2023	Guide A/Step 1 \$42,300. prorated	11.000.219.105.30.16.213

P10. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves additional instructional assignment of one extra class (i.e., overage) at 12.5% of the employee’s base salary for the duration of the assignment for the following High School faculty members, for the time periods listed below for the 2022-2023 school year:

Name	Subject	Duration
Jenna Cozzarelli	Art	02/01/2023 - End of school year
Corey Fitzpatrick	Physical Education	02/01/2023 - TBD
Christopher Fox	Physical Education	02/01/2023 - TBD
James Kurz	Health	02/01/2023 - TBD
Kelly Miller	Physical Education	02/01/2023 - TBD
Bonnie Zimmermann	Physical Education	02/01/2023 - TBD

P11. Be it resolved that the Board, upon recommendation of the Chief School Administrator, retroactively approves the appointment of the following staff member as advisor to the extra-compensation High School co-curricular position for the 2022-2023 school year:

Co-curricular Position	Advisor	Stipend	Account Number
Stage Manager	Kathryn Hathaway	\$536.	11.401.100.100.21.31.002

P12. Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for middle school student ID #214280 as required from January 30, 2023 through March 30, 2023 with one hour of core subjects per week at the rate of \$40 per hour:

Home Instructor	Subject
Sarah McSweeney	Mathematics
Donna Maasarami	Social Studies
Regina Scotti	English

- P13.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for middle school student ID #215567 as required from February 17, 2023 through April 17, 2023 with one hour of core subject per week at the rate of \$40 per hour:

Home Instructor	Subject
Kaitlyn Schamber	Mathematics

- P14.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for high school student ID #215274 as required from January 23, 2023 through June 23, 2023 with one hour of core subjects per week at the rate of \$40 per hour:

Home Instructor	Subject
Aaron Sartorio	English
Heather McDermott	Environmental Science
Michelle Della Fortuna	Statistical Reasoning
Janet Welsh	Physical Education

- P15.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for high school student ID #213141 as required from January 30, 2023 through March 30, 2023 with two hours of core subjects per week at the rate of \$40 per hour:

Home Instructor	Subject
Leah Wallace	Mathematics
Jenna Cozzarelli	Art History
Heather McDermott	Environmental Science
Ann Martel	Environmental Science
Alan Feldman	Human Behavior
Susan Wechtler	English
Nicole Nuckley	Forensic Science
Kathleen Walter	Human Geography

- P16.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for high school student ID #213692 as required from February 13, 2023 through April 13, 2023 with two hours of core subjects per week at the rate of \$40 per hour:

Home Instructor	Subject
Lisa Heres	Biology

P17. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the appointment of the following to the extra-compensation high school coaching positions, in accordance with the current GREA negotiated agreement, for the Spring season of the 2022-2023 school year, pending completion of all required paperwork:

Name	Coaching Position	Stipend	Account Number
Brian Weinberg	Head Boys Track	\$9,123.	11.402.100.100.20.30.068
Stacie Gallo	Head Girls Track	\$9,123.	11.402.100.100.20.30.068
Thomas Dutzar	Assistant Track	\$6,301.	11.402.100.100.20.30.068
Peter Kruimer	Assistant Track	\$6,301.	11.402.100.100.20.30.068
Daniel Morgan	Boys Golf	\$7,101.	11.402.100.100.20.30.070
Corey Fitzpatrick	Girls Golf	\$7,101.	11.402.100.100.20.30.070
Bonnie Zimmermann	Boys Tennis	\$7,101.	11.402.100.100.20.30.067
Kailyn Hess	Boys JV Tennis	\$4,906.	11.402.100.100.20.30.067
Stephen Spitaleri	Head Baseball	\$9,123.	11.402.100.100.20.30.061
Joseph Torres	Assistant Baseball JV	\$6,301.	11.402.100.100.20.30.061
Kenneth Post	Assistant Baseball Freshman	\$6,301.	11.402.100.100.20.30.061
Kelly Miller	Head Softball	\$9,123.	11.402.100.100.20.30.066
Nicole Hernandez	Assistant Softball JV	\$6,301.	11.402.100.100.20.30.066
Joseph Voto	Head Boys Lacrosse	\$9,123.	11.402.100.100.20.30.058
Matthew Brodley	Assistant Lacrosse	\$6,301.	11.402.100.100.20.30.058
Michael Copelton	Assistant Lacrosse JV	\$6,301.	11.402.100.100.20.30.058
Kyle McCourt	Head Girls Lacrosse	\$9,123.	11.402.100.590.20.30.058
Kelly McCourt	Assistant Lacrosse	\$6,301.	11.402.100.100.20.30.058
Kelsie Mania	Assistant Lacrosse JV	\$6,301.	11.402.100.100.20.30.058
James Kurz	Spring Weight Room	\$3,353.	11.402.100.100.20.30.074
Jason Mittelman	Spring Weight Room	\$3,353.	11.402.100.100.20.30.074

P18. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the appointment of the following volunteers to the high school coaching positions, for the Spring season of the 2022-2023 school year pending completion of all required paperwork:

Name	Coaching Position
Jeff Kresch	Baseball
Nicholas Angrisani	Lacrosse
Sara Wolman	Softball
Kristen Miles	Softball
Carl Johnson	Track

P19. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the appointment of the following to the extra-compensation middle school coaching positions, in accordance with the current GREA negotiated agreement, for the Spring season of the 2022-2023 school year:

Name	Coaching Position	Stipend	Account Number
Anthony Cece	Baseball	\$3,495.	11.402.100.100.20.30.061
Mallorie Mathews	Softball	\$3,495.	11.402.100.100.20.30.066
Douglas Tenga	Head Coed Track	\$3,495.	11.402.100.100.20.30.068
Deidra Egan	Coed Track	\$3,495.	11.402.100.100.20.30.068
Ryan Walling	Coed Track	\$3,495.	11.402.100.100.20.30.068

P20. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following Glen Rock Community School 2022-2023 10-month non-tenured appointments provided there is sufficient enrollment in the program of assignment:

Name	Position	Hourly Rate	Start Date	Account Number
Hannah Erlewein	Aftercare Assistant Door	\$21.	02/06/2023*	65.430.100.101.34.52.123
Sean Hong	Aftercare Assistant 1:1	\$19.	01/26/2023*	11.000.217.106.65.00.000
Rose McGoey	Aftercare High School Assistant	\$14.13	02/14/2023*	65.430.100.101.34.52.123
Nicholas Tufano	Aftercare High School Assistant	\$14.13	02/28/2023	65.430.100.101.34.52.123

Isabella Roth	Aftercare High School Assistant	\$14.13	03/01/2023	65.430.100.101.34.52.123
Reese Diamond	Aftercare High School Assistant	\$14.13	03/01/2023	65.430.100.101.34.52.123

***Retroactively Approve**

P21. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the appointment of the following volunteer to the Glen Rock Community School, for the 2022-2023 school year:

Name	Position
Ella Yankelevich	High School Aide

P22. Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following Travel and Conferences for professional development and training purposes as specified below:

Attendee	School/ Department	Program	Location	Date	Cost	Account Number
E. Thompson	Coleman	Literacy Leaders' Network	Denville, NJ	02/02/2023*	No cost	N/A
R. Tell	District	Tom Marshall Coaching Meeting	Paramus, NJ	02/28/2023	No cost	N/A
R. McCorry	District	NJDOE Behavioral Threat Assessment and Management	Hamilton, NJ	02/28/2023	No cost	N/A
D. Hida	High School	Entrex - University of Delaware	Piscataway, NJ	02/28/2023	No cost	N/A
R. McCorry	District	Deconstructing Uvalde: Leveraging Technology for Safer Schools	Florham Park, NJ	03/01/2023	No cost	N/A
L. Moskowitz	Special Services	Conference for School-Based Speech Pathologists	Virtual	03/06/2023	\$289.	11.000.223.580.30.16.251
M. Carroll	Special Services	Conference for School-Based Speech Pathologists	Virtual	03/06/2023	\$289.	11.000.223.580.30.16.251
L. Morales	Special Services	Conference for School-Based Speech Pathologists	Virtual	03/06/2023	\$289.	11.000.223.580.30.16.251
Y. Kremenchugsky	Special Services	Conference for School-Based Speech Pathologists	Virtual	03/07/2023	\$289.	11.000.223.580.30.16.251
J. Craft M. Kostka L. Carter K. LaCroix	Byrd Central	Ruler 2023: Pathways to Educator & Student Well-Being	Virtual	03/07/2023 - 03/08/2023	\$90.	20.487.200.500.31.00.001

D. Conklin D. Iannelli A. Chon						
E. Thompson C. Moger C. Mitchell	Coleman					
I. Pierides L. Sikes J. Falkenstern	Hamilton					
M. Giurlando	District					
O. Tsoy	High School	Embracing the Whole Child	Mahwah, NJ	03/13/2023	\$145.	11.000.223.580.20.49.251
R. McCorry	District	Advanced K-12 Behavioral Threat, Assessment, & Management Training	Morristown, NJ	03/14/2023	No cost	N/A
K. Higgins	Guidance	19th Annual School Counselor Conference	Union, NJ	04/21/2023	\$35.	11.000.218.580.23.23.251
E. Manoochehri	Guidance	19th Annual School Counselor Conference	Union, NJ	04/21/2023	\$35.	11.000.218.580.23.23.251
C. Vulcano	Guidance	19th Annual School Counselor Conference	Union, NJ	04/21/2023	\$35.	11.000.218.580.23.23.251
J. DiLoreto	Hamilton	NJTESOL Spring Conference	New Brunswick, NJ	05/23/2023	\$325.	20.487.200.500.31.00.001
M. Kazancioglu	Coleman/ Middle School/ High School	NJTESOL Spring Conference	New Brunswick, NJ	05/25/2023	\$275.	20.487.200.500.31.00.001
M. Parent	Middle School/ High School	Ignite 2023: NASSP School Leader Conference	Denver, CO	07/12/2023 - 07/15/2023	\$2,100.	11.000.240.580.20.44.251
R. Tell	District	Paramus Summer Literacy Institute	Paramus, NJ	07/17/2023 - 07/20/2023	\$600.	11.000.223.580.31.34.251

*Retroactively Approve

NOTE: Conference/Workshop reimbursements are estimated costs. Actual reimbursements to be made in accord with Board Policy, N.J.S.A. 18A:11-12 and the State’s regulations regarding travel covered under Circular Letter 08-13-OMB and any subsequent Circular Letters which may be issued by the State Office of Management and Budget. The costs for applicable substitute teachers will be in addition to travel costs.

HIB RESOLUTION

Motion made by Ms. Scarpelli Seconded by Mr. Corey to affirm the decisions made in HSHIB-241670 and HSHIB-241433 as reported by the Chief School Administrator during the February 13, 2023 Closed Work Session Meeting.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√	√	√		√	√	√	√
NO									
ABSENT					√				
ABSTAIN									

VANDALISM/SUSPENSION/HIB REPORTS -

Disciplinary Action			# of Students	Grade(s)	Infraction
In-School Suspension	Out-of-School Suspension	Other			
X			1	6	Theft of Property
X			1	6	Making inappropriate comments
X			2	6	Disruptive/inappropriate behavior
X			1	7	Theft of Property
X			1	7	Disrespectful to Staff
X			3	8	Disruptive/inappropriate behavior
X			2	9	Disrespectful to another student
X	X		1	9	Insubordination
	X		3	8	Disrespectful to another student
	X		2	8	Disruptive/inappropriate behavior
	X		1	8	Failing to comply with a substance screening

PUBLIC COMMENTS (II OF II)

Meeting opened to public comments at 7:34 PM.

None

Meeting closed to public comments at 7:34 PM.

OLD BUSINESS

- 2023/24 Draft Budget
 - March 27, 2023 - Tentative Budget Adoption
 - May 8, 2023 - Public Budget Hearing/Adoption

- Dr. Charleston spoke about the ThoughtExchange ending on February 24th and noted the data is being compiled.

NEW BUSINESS

- Next Meeting Date: March 13, 2023

ADJOURNMENT

Motion made by **Ms. Scarpelli** Seconded by **Mr. Hayward** to adjourn the Regular Meeting of February 27, 2023 at 7:35 PM.

	Ms. Carosella	Ms. Carr	Mr. Corey	Mr. Hayward	Ms. McNabola	Dr. Robinson	Ms. Scarpelli	Ms. Stephenson	Ms. Rundell
YES	√	√	√	√		√	√	√	√
NO									
ABSENT					√				
ABSTAIN									

Respectfully submitted,



Michael Rinderknecht
Business Administrator/Board Secretary

APPENDIX

A



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
ONE BERGEN COUNTY PLAZA, SUITE 350
HACKENSACK, NJ 07601-7076
201-336-6875
FAX 201-336-6880

PHILIP D. MURPHY, GOVERNOR
SHEILA Y. OLIVER, LT. GOVERNOR

ANGELICA ALLEN-McMILLAN, Ed.D., ACTING COMMISSIONER
LOUIS DeLISIO, EXECUTIVE COUNTY SUPERINTENDENT

February 22, 2022

Dr. Brett Charleston
Superintendent
Glen Rock Public Schools
620 Harristown Road
Glen Rock, NJ 07452

Re: *Business Administrator/Board Secretary Employment Contract*

Dear Dr. Charleston:

In accordance with N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8(j), I have reviewed the employment contract for James Canellas, Business Administrator/Board Secretary, Glen Rock Public Schools. The provisions of this contract are in compliance with the regulations. This contract is approved for a period commencing on June 1, 2023, through June 30, 2023.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. **When the "approved" contract is fully executed, please provide a copy to the County Office with a copy of the Board Resolution approving the contract.**

Please be advised that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

A handwritten signature in blue ink, appearing to read "Louis DeLisio".

Louis DeLisio
Executive County Superintendent

LD/HPW/laf

c: Michael Rinderknecht, Business Administrator/Board Secretary
Board President (Letter ONLY)
Rodney T. Hara, Esq.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made and entered into this ____ day of _____, 2023, by and between the **GLEN ROCK BOARD OF EDUCATION**, with offices located at 620 Harristown Road, Glen Rock, New Jersey 07452 (hereinafter referred to as the "Board") and **JAMES CANELLAS** (hereinafter referred to as "School Business Administrator/Board Secretary").

WITNESSETH

WHEREAS, the Board desires to provide the School Business Administrator/Board Secretary with a written employment agreement in order to enhance administrative stability and continuity within the schools which the Board believes improves the quality of its overall education program; and

WHEREAS, the Board and School Business Administrator/Board Secretary believe that a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operations of the education program of the Glen Rock School District (hereinafter referred to as the "District").

NOW THEREFORE, in consideration of the foregoing premises and mutual covenants hereinafter set forth, the parties agree that the following paragraphs shall constitute the terms and conditions of the School Business Administrator/Board Secretary's employment:

I. TERM

The Board hereby employs and the School Business Administrator/ Board Secretary hereby accepts employment as the School Business Administrator/Board Secretary for the period beginning June 1, 2023 and ending June 30, 2023.

II. COMPENSATION

A. The Board shall pay the School Business Administrator/Board Secretary an annual salary of one hundred seventy eight thousand and 00/100 dollars (\$178,000.00), which shall be prorated for the period beginning June 1, 2023 and ending June 30, 2023 in the amount of fourteen thousand eight hundred thirty three and 33/100 dollars (\$14,833.33).

B. The School Business Administrator/Board Secretary's salary and shall be prorated to reflect any partial year worked and paid in installments of one-twenty fourth (1/24th) in accordance with the schedule of salary payments in effect for other certified employees.

C. Any required per diem adjustments to the School Business Administrator/ Board Secretary's salary will be calculated as 1/260th of the annual salary.

D. Nothing contained in this Agreement shall limit the Board's authority under Chapter 29 of Title 18A, including N.J.S.A. 18A:29-4.

III. PROFESSIONAL CERTIFICATION

The School Business Administrator/Board Secretary shall hold a valid New Jersey School Business Administrator's Certificate to act as a School Business Administrator in the State of New Jersey and shall provide the Board with a copy of that certificate prior to execution of this Agreement.

IV. RESPONSIBILITIES

The School Business Administrator/Board Secretary agrees to give his best professional services and to faithfully perform the duties of School Business Administrator/Board Secretary for the Glen Rock School District assigned by the Board and prescribed by Federal and State law, the regulations of the State Board of Education and other agencies, the by-laws, policies and regulations of the District, and the job description as existing and as may be amended by the Board

from time to time.

The School Business Administrator/Board Secretary agrees to devote his full time, skills, labor, and attention to this employment during the term of this Agreement; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without the permission of the Superintendent of Schools, which permission shall not be unreasonably withheld. Any time away from the District that is not for District business must be arranged in accordance with provisions in this Agreement governing time off.

V. LEAVES OF ABSENCE

A. Vacations

The School Business Administrator/Board Secretary shall receive twenty-three (23) full days of vacation annually, earned at the rate of 1.916 days per month. If employed for less than a full school year of twelve (12) months, vacation entitlement will be prorated. Prior approval is required from the Superintendent of Schools for days requested when school is in session. In the event that the School Business Administrator/Board Secretary does not utilize all of his available vacation days in a given year due to business demands as approved by the Superintendent, he may carry-over a maximum of ten (10) days to the next succeeding year only. All days carried over must be used in the next year or those days will be forfeited.

In the event this Agreement is terminated in accordance with the provisions of Section XII of this Agreement or upon expiration of the terms of this Agreement, the School Business Administrator/Board Secretary or his estate shall be entitled to per diem payment for his accrued vacation days based on his annual salary at the time the Agreement is terminated or expires. If the School Business Administrator/ Board Secretary has utilized vacation which he has not accrued,

he shall reimburse the Board on a per diem basis.

B. Sick Days

For the duration of this Agreement, the School Business Administrator/Board Secretary shall receive twelve (12) sick days annually. If employed less than a full school year of twelve (12) months, sick days shall be prorated. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon actual retirement from the District pursuant to the Teacher's Pension and Annuity Fund, the School Business Administrator/Board Secretary will be compensated for unused sick days at a rate of one hundred twenty five and 00/100 dollars (\$125.00) per day up to the amount not to exceed fifteen thousand and 00/100 dollars (\$15,000.00).

C. Personal Days

The School Business Administrator/Board Secretary shall receive six (6) leave days as needed annually for personal matters, family illness or other good reason which shall be used at his discretion with approval by the Superintendent of Schools. If employed for less than a full school year of twelve (12) months, days shall be prorated.

D. Holidays/Recess

1. The School Business Administrator/Board Secretary shall be entitled to the following holidays in accordance with the annual school calendar approved by the Board:

- i. July 4
- ii. Labor Day
- iii. Yom Kippur
- iv. Election Day
- v. NJEA Convention (2)
- vi. Thanksgiving recess (2)

- vii. Holiday recess (5)
- viii. New Year's Day
- ix. Martin Luther King Day
- x. President's Day Recess (2)
- xi. Spring recess (4)
- xii. Good Friday
- xiii. Memorial Day

2. In the event school is scheduled on any of the listed holidays, an alternative day off with pay shall be granted which shall be scheduled on a day mutually agreed upon by the Superintendent of Schools and the School Business Administrator/Board Secretary.

3. A leave of absence, with pay, will be granted to the School Business Administrator/Board Secretary for bereavement for up to five (5) days for persons in his immediate family. Immediate family is defined as a spouse, parent, child, spouse's brother, sister, grandparent, grandchildren, spouse's parent, spouse's child, spouse's brother, spouse's sister, spouse's grandparent, spouse's grandchildren, domestic partner or other blood relative residing in the employee's household. For all other relatives and close friends, bereavement leave will be restricted to the day of the funeral.

VI. INSURANCE

The Board and the School Business Administrator/Board Secretary agree that the insurance coverage hereinafter referred to shall be provided in the manner hereinafter set forth:

A. Major Medical/Hospitalization

The Board shall provide medical insurance coverage in the New Jersey State Educators Health Plan through the New Jersey School Employees' Health Benefits Program with

full family coverage, subject to the right of the Board to change carrier. The School Business Administrator/Board Secretary shall contribute toward his health care in accordance with applicable law. The insurance contributions shall be deducted from the School Business Administrator/Board Secretary's salary and paid, in equal installments, in accordance with the payroll schedule for all other professional staff.

B. Dental Care

The Board shall provide the School Business Administrator/ Board Secretary and his family with dental and orthodontic coverage under Delta Program 1B with a maximum benefit of \$2,000 and an orthodontic maximum benefit of \$2,000. The Board reserves the right to change the carrier, provided that the benefits are comparable to the coverage provided by Delta Dental.

C. Disability Insurance

The Board shall reimburse the School Business Administrator/ Board Secretary for the premiums for a disability insurance policy maintained for the benefit of the School Business Administrator/ Board Secretary in an amount not to exceed one thousand and 00/100 dollars (\$1,000.00) per twelve (12) month school year. A signed voucher, together with invoices and cancelled checks or other proof of payment of the premiums, shall be submitted to the Board.

VII. Professional Development

A. Attendance at Workshops, Conferences, Seminars and Conventions

Within the constraints of the annual allocation and with the prior approval of the Board, the School Business Administrator/Board Secretary shall be allowed to attend workshops, conferences and seminars with prior notification to and approval by the Superintendent of Schools at Board expense up to a maximum of \$5,000 annually inclusive of all related expenses. The School Business Administrator/Board Secretary may attend additional workshops, conferences,

seminars and meetings with the prior approval of the Board. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget.

B. Membership in Professional Associations

The Board agrees to pay the full costs of membership in the following local, state and national professional associations:

- i. Association of School Business Officials International,
- ii. New Jersey Association of School Business Officials,
- iii. Bergen County Association of School Business Officials, and
- iv. New Jersey Association of School Administrators.

VIII. EXPENSES

The Board shall pay or reimburse the School Business Administrator/ Board Secretary for mileage at the prevailing State rate, pursuant to NJOMB Travel Regulations, for all travel which requires School Business Administrator/ Board Secretary to use his automobile in the performance of his duties under this Employment Agreement, exclusive of commutation costs.

IX. EQUIPMENT

A. The Board shall provide a laptop computer for the School Business Administrator/ Board Secretary's exclusive use in connection with his official duties as School Business Administrator/ Board Secretary, which shall remain the property of the Board and shall be returned to the Board upon the School Business Administrator/ Board Secretary's termination of employment.

B. The Board shall provide the School Business Administrator/ Board Secretary a cellular phone to carry out his duties as School Business Administrator/ Board Secretary.

X. EVALUATION

The School Business Administrator/ Board Secretary shall be evaluated consistent with all state laws and regulations.

XI. TERMINATION OF EMPLOYMENT AGREEMENT

This Employment Agreement may be terminated by:

- A. Mutual agreement of the parties with ninety (90) days written notice.
- B. Either party may terminate this Employment Agreement by providing the other party with sixty (60) days prior written notice.
- C. Retirement of the School Business Administrator/Board Secretary.
- D. Disability of the School Business Administrator/Board Secretary.
- E. Death of the School Business Administrator/ Board Secretary.

Nothing in this Employment Agreement shall affect the Board's rights to suspend the School Business Administrator/Board Secretary under N.J.S.A. 18A:6-8.3 and applicable law.

XII. COMPLETE AGREEMENT

This Employment Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

XIII. REVOCATION CLAUSE

The Parties hereto agree that in the event the School Business Administrator/Board Secretary's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the School Business Administrator/Board Secretary is lawfully precluded from performing his duties by any judgment,

order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and the School Business Administrator/Board Secretary's employment shall cease.

XIV. MODIFICATION CLAUSE

The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

XV. CONFLICTS CLAUSE

In the event of any conflict between the terms, conditions, and provisions of this Employment Agreement and the provisions of the Board's policies, or any permissive state or federal law, then the terms of this Employment Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the terms of this Employment Agreement, unless otherwise prohibited by law.

XVI. SAVING CLAUSE

If, during the term of this Employment Agreement, it is found that a specific clause of this Employment Agreement is contrary to federal or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals or caused these present to be signed by their proper corporate officers and the proper corporate seal affixed thereto the day and year first about written.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Employment Agreement and,

WHEREAS, the School Business Administrator/Board Secretary has approved of the terms and conditions of this Employment Agreement; and

WHEREAS, this Employment Agreement has been approved by a vote of the members of the Board of Education of the Glen Rock School District at its meeting of _____, 2023, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Agreement effective on the day and year first above written.

WITNESS:

BOROUGH OF GLEN ROCK
BOARD OF EDUCATION

By: _____

SINEAD RUNDELL
Board President

DATED: _____

WITNESS:

JAMES CANELLAS
School Business Administrator/Board
Secretary

DATED: _____

APPENDIX

B



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
ONE BERGEN COUNTY PLAZA, SUITE 350
HACKENSACK, NJ 07601-7076
201-336-6875
FAX 201-336-6880

PHILIP D. MURPHY, GOVERNOR
SHEILA Y. OLIVER, LT. GOVERNOR

ANGELICA ALLEN-McMILLAN, Ed.D., ACTING COMMISSIONER
LOUIS DeLISIO, EXECUTIVE COUNTY SUPERINTENDENT

February 22, 2022

Dr. Brett Charleston
Superintendent
Glen Rock Public Schools
620 Harristown Road
Glen Rock, NJ 07452

Re: Business Administrator/Board Secretary Employment Contract

Dear Dr. Charleston:

In accordance with N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8(j), I have reviewed the employment contract for James Canellas, Business Administrator/Board Secretary, Glen Rock Public Schools. The provisions of this contract are in compliance with the regulations. This contract is approved for a period commencing on July 1, 2023, through June 30, 2024.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. **When the "approved" contract is fully executed, please provide a copy to the County Office with a copy of the Board Resolution approving the contract.**

Please be advised that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

A handwritten signature in blue ink, appearing to read "Louis DeLisio".

Louis DeLisio
Executive County Superintendent

LD/HPW/laf

c: Michael Rinderknecht, Business Administrator/Board Secretary
Board President (Letter ONLY)
Rodney T. Hara, Esq.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made and entered into this ____ day of _____, 2023, by and between the **GLEN ROCK BOARD OF EDUCATION**, with offices located at 620 Harristown Road, Glen Rock, New Jersey 07452 (hereinafter referred to as the "Board") and **JAMES CANELLAS** (hereinafter referred to as "School Business Administrator/Board Secretary").

WITNESSETH

WHEREAS, the Board desires to provide the School Business Administrator/Board Secretary with a written employment agreement in order to enhance administrative stability and continuity within the schools which the Board believes improves the quality of its overall education program; and

WHEREAS, the Board and School Business Administrator/Board Secretary believe that a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operations of the education program of the Glen Rock School District (hereinafter referred to as the "District").

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants hereinafter set forth, the parties agree that the following paragraphs shall constitute the terms and conditions of the School Business Administrator/Board Secretary's employment:

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B. The School Business Administrator/Board Secretary's salary and shall be prorated to reflect any partial year worked and paid in installments of one twenty fourth (1/24th) in accordance with the schedule of salary payments in effect for other certified employees.

C. Any required per diem adjustments to the School Business Administrator/ Board Secretary's salary will be calculated as 1/260th of the annual salary.

D. Nothing contained in this Agreement shall limit the Board's authority under Chapter 29 of Title 18A, including N.J.S.A. 18A:29-4.

III. PROFESSIONAL CERTIFICATION

The School Business Administrator/Board Secretary shall hold a valid New Jersey School Business Administrator's Certificate to act as a School Business Administrator in the State of New Jersey and shall provide the Board with a copy of that certificate prior to execution of this Agreement.

IV. RESPONSIBILITIES

The School Business Administrator/Board Secretary agrees to give his best professional services and to faithfully perform the duties of School Business Administrator/Board Secretary for the Glen Rock School District assigned by the Board and prescribed by Federal and State law, the regulations of the State Board of Education and other agencies, the by-laws, policies and regulations of the District, and the job description as existing and as may be amended by the Board from time to time.

The School Business Administrator/Board Secretary agrees to devote his full time, skills, labor, and attention to this employment during the term of this Agreement; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without the permission of the Superintendent of Schools, which permission shall not be unreasonably withheld. Any time away from the District that is not for District business must be arranged in accordance with provisions in this Agreement governing time off.

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A. Vacations

The School Business Administrator/Board Secretary shall receive twenty-three (23) full days of vacation annually, earned at the rate of 1.916 days per month. If employed for less than a full school year of twelve (12) months, vacation entitlement will be prorated. Prior approval is required from the Superintendent of Schools for days requested when school is in session. In the event that the School Business Administrator/Board Secretary does not utilize all of his available vacation days in a given year due to business demands as approved by the Superintendent, he may carry-over a maximum of ten (10) days to the next succeeding year only. All days carried over must be used in the next year or those days will be forfeited.

In the event this Agreement is terminated in accordance with the provisions of Section XII of this Agreement or upon expiration of the terms of this Agreement, the School Business Administrator/Board Secretary or his estate shall be entitled to per diem payment for his accrued vacation days based on his annual salary at the time the Agreement is terminated or expires. If the School Business Administrator/ Board Secretary has utilized vacation which he has not accrued, he shall reimburse the Board on a per diem basis.

B. Sick Days

For the duration of this Agreement, the School Business Administrator/Board Secretary shall receive twelve (12) sick days annually. If employed less than a full school year of twelve (12) months, sick days shall be prorated. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon actual retirement from the District pursuant to the Teacher's Pension and Annuity Fund, the School Business Administrator/Board Secretary will be compensated for unused sick days at a rate of one hundred twenty five and 00/100 dollars (\$125.00) per day up to the amount not to exceed fifteen thousand and 00/100 dollars (\$15,000.00).

C. Personal Days

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- vi. Thanksgiving recess (2)
- vii. Holiday recess (5)

- viii. New Year's Day
- ix. Martin Luther King Day
- x. President's Day Recess (2)
- xi. Spring recess (4)
- xii. Good Friday
- xiii. Memorial Day

2. In the event school is scheduled on any of the listed holidays, an alternative day off with pay shall be granted which shall be scheduled on a day mutually agreed upon by the Superintendent of Schools and the School Business Administrator/Board Secretary.

3. A leave of absence, with pay, will be granted to the School Business Administrator/Board Secretary for bereavement for up to five (5) days for persons in his immediate family. Immediate family is defined as a spouse, parent, child, spouse's brother, sister, grandparent, grandchildren, spouse's parent, spouse's child, spouse's brother, spouse's sister, spouse's grandparent, spouse's grandchildren, domestic partner or other blood relative residing in the employee's household. For all other relatives and close friends, bereavement leave will be restricted to the day of the funeral.

VI. INSURANCE

The Board and the School Business Administrator/Board Secretary agree that the insurance coverage hereinafter referred to shall be provided in the manner hereinafter set forth:

A. Major Medical/Hospitalization

The Board shall provide medical insurance coverage in the New Jersey State Educators Health Plan through the New Jersey School Employees' Health Benefits Program with full family coverage, subject to the right of the Board to change carrier. The School Business

Administrator/Board Secretary shall contribute toward his health care in accordance with applicable law. The insurance contributions shall be deducted from the School Business Administrator/Board Secretary's salary and paid, in equal installments, in accordance with the payroll schedule for all other professional staff.

B. Dental Care

The Board shall provide the School Business Administrator/ Board Secretary and his family with dental and orthodontic coverage under Delta Program 1B with a maximum benefit of \$2,000 and an orthodontic maximum benefit of \$2,000. The Board reserves the right to change the carrier, provided that the benefits are comparable to the coverage provided by Delta Dental.

C. Disability Insurance

The Board shall reimburse the School Business Administrator/ Board Secretary for the premiums for a disability insurance policy maintained for the benefit of the School Business Administrator/ Board Secretary in an amount not to exceed one thousand and 00/100 dollars (\$1,000.00) per twelve (12) month school year. A signed voucher, together with invoices and cancelled checks or other proof of payment of the premiums, shall be submitted to the Board.

VII. Professional Development

Attendance at Workshops, Conferences, Seminars and Conventions

Within the constraints of the annual allocation and with the prior approval of the Board, the School Business Administrator/Board Secretary shall be allowed to attend workshops, conferences and seminars with prior notification to and approval by the Superintendent of Schools at Board expense up to a maximum of \$5,000 annually inclusive of all related expenses. The School Business Administrator/Board Secretary may attend additional workshops, conferences, seminars and meetings with the prior approval of the Board. Reimbursement or payment for such

expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget.

B. Membership in Professional Associations

The Board agrees to pay the full costs of membership in the following local, state and national professional associations:

- i. Association of School Business Officials International,
- ii. New Jersey Association of School Business Officials,
- iii. Bergen County Association of School Business Officials, and
- iv. New Jersey Association of School Administrators.

VIII. EXPENSES

The Board shall pay or reimburse the School Business Administrator/ Board Secretary for mileage at the prevailing State rate, pursuant to NJOMB Travel Regulations, for all travel which requires School Business Administrator/Board Secretary to use his automobile in the performance of his duties under this Employment Agreement, exclusive of commutation costs.

IX. EQUIPMENT

The Board shall provide a laptop computer for the School Business Administrator/ Board Secretary's exclusive use in connection with his official duties as School Business Administrator/ Board Secretary, which shall remain the property of the Board and shall be returned to the Board upon the School Business Administrator/ Board Secretary's termination of employment.

B. The Board shall provide the School Business Administrator/ Board Secretary a cellular phone to carry out his duties as School Business Administrator/ Board Secretary.

X. EVALUATION

The School Business Administrator/ Board Secretary shall be evaluated consistent with all state laws and regulations.

XI. TERMINATION OF EMPLOYMENT AGREEMENT

This Employment Agreement may be terminated by:

- A. Mutual agreement of the parties with ninety (90) days written notice.
- B. Either party may terminate this Employment Agreement by providing the other party with sixty (60) days prior written notice.
- C. Retirement of the School Business Administrator/Board Secretary.
- D. Disability of the School Business Administrator/Board Secretary.
- E. Death of the School Business Administrator/ Board Secretary.

Nothing in this Employment Agreement shall affect the Board's rights to suspend the School Business Administrator/ Board Secretary under N.J.S.A. 18A:6-8.3 and applicable law.

XII. COMPLETE AGREEMENT

This Employment Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

XIII. REVOCATION CLAUSE

The Parties hereto agree that in the event the School Business Administrator/Board Secretary's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the School Business Administrator/Board Secretary is lawfully precluded from performing his duties by any judgment, order or direction of any court of competent jurisdiction or the Commissioner of Education, all

provisions of this Employment Agreement shall terminate and the School Business Administrator/Board Secretary's employment shall cease.

XIV. MODIFICATION CLAUSE

The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

XV. CONFLICTS CLAUSE

In the event of any conflict between the terms, conditions, and provisions of this Employment Agreement and the provisions of the Board's policies, or any permissive state or federal law, then the terms of this Employment Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the terms of this Employment Agreement, unless otherwise prohibited by law.

XVI. SAVING CLAUSE

If, during the term of this Employment Agreement, it is found that a specific clause of this Employment Agreement is contrary to federal or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals or caused these present to be signed by their proper corporate officers and the proper corporate seal affixed thereto the day and year first about written.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Employment Agreement and,

WHEREAS, the School Business Administrator/Board Secretary has approved of the terms and conditions of this Employment Agreement; and

WHEREAS, this Employment Agreement has been approved by a vote of the members of the Board of Education of the Glen Rock School District at its meeting of _____, 2023, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Agreement effective on the day and year first above written.

WITNESS:

BOROUGH OF GLEN ROCK
BOARD OF EDUCATION

By: _____
SINEAD RUNDELL
Board President

DATED: _____

WITNESS:

JAMES CANELLAS
School Business Administrator/Board
Secretary

DATED: _____

APPENDIX

C

POLICY GUIDE

BYLAWS
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Board Officers

0152 BOARD OFFICERS

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.

Verbal Roll Call Vote

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.

Elect Officers With a Majority of all the Members of the Board

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

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:

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BYLAWS
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Call, Adjournment, and Cancellation

0161 CALL, ADJOURNMENT, AND CANCELLATION

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:

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BYLAWS
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Notice of Board Meetings

0161 NOTICE OF BOARD MEETINGS

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

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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

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Notice of Board Meetings

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:

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Bilingual and ESL Education
M

2423 BILINGUAL AND ESL EDUCATION

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

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Bilingual and ESL Education

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.

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Bilingual and ESL Education

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.

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Bilingual and ESL Education

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.

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

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:

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Emergency Virtual or Remote
Instruction Program
M

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

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

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Emergency Virtual or Remote
Instruction Program

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

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Instruction Program

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

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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.

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

Adopted:

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STUDENTS
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Attendance
M

5200 ATTENDANCE

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.

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Attendance

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

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

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:

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M

5512 HARASSMENT, INTIMIDATION, OR BULLYING

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- A. Prohibiting Harassment, Intimidation, or Bullying

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

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

- B. Definition of Harassment, Intimidation, or Bullying

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

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1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone,

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cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

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

C. Student Behavior

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

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

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

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

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

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

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

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

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

1. Walk away from acts of harassment, intimidation, or bullying when they see them;

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2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.

D. Consequences and Remedial Actions

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

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

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

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

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;

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- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.

Factors for Determining Remedial Measures

Personal:

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

Environmental:

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

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- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

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

Examples of Consequences:

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

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;

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- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

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

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;

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- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

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

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

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satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

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

Consequences and Appropriate Remedial Actions – Adults

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

E. Reporting Harassment, Intimidation, or Bullying

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

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incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

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

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

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

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

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a

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cause of action for damages arising from any failure to remedy the reported incident.

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to

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prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;

- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect

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school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and

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- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

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

- G. Investigating Allegations of Harassment, Intimidation, or Bullying

Principal's Preliminary Determination

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

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary

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action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

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

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

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days

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from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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

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

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

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

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

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

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

H. Responding to Harassment, Intimidation, or Bullying

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

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

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the

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

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

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

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;

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- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation

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

J. False Accusations of Harassment, Intimidation, or Bullying

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

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

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other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

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

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

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

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

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

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

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

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

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

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

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

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

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

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

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

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school’s

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website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

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

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

P. Collective Bargaining Agreements and Individual Contracts

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

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

Q. Students with Disabilities

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

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

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

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

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

Adopted:

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8140 STUDENT ENROLLMENTS

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

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8330 STUDENT RECORDS

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

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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

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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.

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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

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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

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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:

APPENDIX

D

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Bilingual and ESL Education
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2423 BILINGUAL AND ESL EDUCATION

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.

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Bilingual and ESL Education

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

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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.

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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.

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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

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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.

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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.

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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

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(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.

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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

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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

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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;

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- 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
 - g. How the instructional program will meet the objectives of the individualized education program of a student with a disability.
2. The school district shall send progress reports to parent(s) of students enrolled in a bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parent(s) of other students enrolled in the school district.
3. Progress reports shall be written in English and in the native language of the parent(s) of students enrolled in the bilingual and ESL program unless the school district can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the district.

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4. The school district shall notify the parent(s) when students meet the exit criteria and are placed in a monolingual English program. The notice shall be in English and in the language in which the parent(s) possesses a primary speaking ability.

M. Joint Programs (N.J.A.C. 6A:15-1.14)

With approval of the Executive County Superintendent on a case-by-case basis, a school district may join with another Board to provide bilingual, ESL, or English language services programs.

N. Parental Involvement (N.J.A.C. 6A:15-1.15)

1. The district shall provide for the maximum practicable 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.
2. If the district implements a bilingual education program, the district shall establish a parent advisory committee on bilingual education of which the majority membership shall be parent(s) of ELLs.

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2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

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.

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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:

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- (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;

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- (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, attendance will factor into promotion, retention, graduation,

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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.

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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:

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8140 ENROLLMENT ACCOUNTING

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.

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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.

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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.

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8330 STUDENT RECORDS

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

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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.

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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)

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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

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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 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

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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

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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;

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- 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.

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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

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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

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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

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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

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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)

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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).

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- 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.

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- 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)

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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.

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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.

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8420.2 BOMB THREATS

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:

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8420.7 LOCKDOWN PROCEDURES

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:

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8420.10 ACTIVE SHOOTER

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:

APPENDIX

E

**GLEN ROCK SCHOOL DISTRICT/PARAMUS SCHOOL DISTRICT
JOINT JOB DESCRIPTION**

Director of Community Relations

I. Qualifications:

- A. Degree in communications, journalism, or related field (Master's degree preferred, but not required).
- B. Demonstrated effective written and oral communication skills, administrative, organizational, and interpersonal skills are required.
- C. Prior work experience in public information/relations or related fields is required.

II. Job Goal:

To develop and maintain a climate of open communications with the respective Superintendents, central office administration, building administrators, the Board of Education, teachers and staff, parents, and the community of each school district; to promote strategies to provide information to all stakeholders about the respective school districts and their programs, activities, and budget; and to collaborate with relevant stakeholders on furthering each school district's vision and mission.

III. Reports To:

Superintendent of Schools

IV. Performance Responsibilities:

A. Community Relations

- 1. Assist the Superintendent in interpreting public opinion to develop programs to promote strong public and community relations.
- 2. Organize and maintain focus groups on the enhancement of the district's vision and mission.
- 3. Serve on committees as appropriate and as related to job goals.
- 4. Provide responses to requests for public information in a timely fashion.
- 5. Maintain collaborative relationships with borough officials, local businesses, and other community organizations to build awareness and support for district initiatives and programs.

B. Media Relations

- 1. Serve as district spokesperson in communications with the media.
- 2. Provide story ideas to reporters and maintain relationships with area publishers, editors, and reporters.
- 3. Respond to inquiries from reporters in a timely fashion.

C. Communications

- 1. Develop, implement, and maintain an overall communications program for the district.
- 2. Keep the public informed of programs and accomplishments of the school district, including highlighting accomplishments of the district's students and staff.
- 3. Write, edit, and publish a variety of communications (e.g., press releases) to facilitate and enhance awareness of school district programs, events, activities, and accomplishments, including those of students and staff.

4. Serve as in-house editor and proofreader for district materials, briefing statements, and letters prior to dissemination.
5. Ensure relevant information is readily accessible to the public in formats conducive to meeting the needs of a diverse community.
6. Maintain district websites and social media and collaborate with relevant personnel in performing ongoing reviews and updates.
7. Write, edit, and publish special publications as needed.
8. Oversee crisis communications and serve as district spokesperson for the Crisis Management Team.

D. Additional

1. Seek out and identify appropriate grants to benefit the district and school community, and work with relevant stakeholders on writing and submitting applications for these grants.
2. Prepare, organize, and develop the annual district calendar.
3. Exercise discretion and confidentiality with regard to accessible information concerning students, parents/guardians, or staff members relative to administrator's functions.
4. Work flexible hours and coordinate with staff to provide timely information on a regular basis, including in emergency situations.
5. Maintain associations with professional organizations on a local, state, and national level.
6. Performs such other duties as may be assigned by the Superintendent of Schools and/or designee.

V. Terms of Employment:
Twelve-month position.

VI. Evaluation:
Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated personnel.

Approved: February 27, 2023

**GLEN ROCK SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. NJ School Business Administrator Certificate or Certificate of Eligibility.
2. A bachelor's degree in business management or accounting.
3. Understanding the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Ability to establish and maintain effective working relationships with employees and the general public.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary and Chief School Administrator

JOB GOAL: To assist the School Business Administrator/Board Secretary in the administration of the business affairs of the district in a manner that will provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

A. Budget and Finance

1. Assists the business administrator/board secretary in the preparation of the annual school budget and compiles necessary statistical data for the preparation of the fiscal budget.
2. Assist in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Performs internal auditing on school accounts.
4. Assists in the preparation of applications for state and federal funds.
5. Assists in the procurement of bids, as necessary.
6. Assists in keeping records of the investment of board funds in accordance with statute and board policy.

B. Facilities and Operations

1. Assists in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services.
2. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
3. Assists in preparing specifications for the purchase of materials, supplies and services as required.

C. Personnel/Board Responsibilities

1. In conjunction with the Business Administrator supervise all Business Office staff.
2. When assigned, attends district school board meetings and speaks on assigned topics, if necessary.

Perform such other tasks and assume such other responsibilities as the Business Administrator/Board Secretary and/or the Chief School Administrator may assign or delegate.

TERMS OF EMPLOYMENT: 12 month salaried employee.

EVALUATION: Performance of this job will be evaluated by the Chief School Administrator.

Approved: February 27, 2023

APPENDIX

F

**GLEN ROCK BOARD OF EDUCATION
REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION**

DISTRICT OF GLEN ROCK
ALL FUNDS

For the Month Ending January 31, 2023

CASH REPORT					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
GOVERNMENTAL FUNDS					
1a	Fund 10 - General Fund*	14,185,037.73	4,882,359.16	9,501,112.53	9,566,284.36
2	Fund 20 - Special Revenue Fund*	-31,499.55	62,253.00	79,676.13	-48,922.68
3a	Fund 30 - Capital Projects Fund	4,010,282.19	4,658,522.19	144,432.46	8,524,371.92
3	Sub-Total Fund 30 - Capital Projects Fund	4,010,282.19	4,658,522.19	144,432.46	8,524,371.92
4	Fund 40 - Debt Service Fund	-902,750.80	40,541.00	151,906.25	-1,014,116.05
5	Total Governmental Funds	17,261,069.57	9,643,675.35	9,877,127.37	17,027,617.55
ENTERPRISE FUNDS					
6c	Fund 60 - Cafeteria Fund	59,244.14	70,967.51	72,073.72	58,137.93
6d	Fund 65 - Community School*	-591,076.21	0.00	75,687.54	-666,763.75
6	Total Enterprise Funds	-531,832.07	70,967.51	147,761.26	-608,625.82
TRUST AND AGENCY FUNDS					
7	Payroll	2,509.14	1,788,187.73	1,788,132.78	2,564.09
8	Payroll Agency	540,780.60	1,320,833.68	1,589,246.00	272,368.28
9	Scholarship*	84,009.28	74.57	0.00	84,083.85
10	Unemployment	464,751.67	412.10	0.00	465,163.77
10	Flexible Spending Account	30,884.55	4,924.97	3,343.48	32,466.04
11	Total Trust & Agency Funds	1,122,935.24	3,114,433.05	3,380,722.26	856,646.03
12	Total All Funds	17,852,172.74	12,829,075.91	13,405,610.89	17,275,637.76

*includes opening entry adjustments as per 6/30/22 audit

Prepared and Submitted By:

Antoinette Kelly
Treasurer of School Monies

2/16/2023
Date

Assets and Resources

Assets:

101	Cash in Bank	9,563,931.55	
102-106	Cash Equivalents	2,352.81	
107	Cash Management	.00	
	Total Cash		9,566,284.36
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		-28,875,284.00
	Accounts Receivable:		
132	Interfund	1,094,412.82	
140	Intergovernmental	.00	
141	Intergovernmental - State	-1,032,965.18	
142	Intergovernmental - Federal	.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		61,447.64
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		-41,079.24
	Resources:		
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	53,248,393.00	
302	Less Revenues	-312,240.82	
			52,936,152.18
	Total Assets and Resources		33,647,520.94

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft		.00
402	Interfund Accounts Payable		.00
411	Intergovernmental Accounts Payable - State		.00
412	Intergovernmental Accounts Payable - Federal		.00
421	Accounts Payable		.00
431	Contracts Payable		.00
451	Loans Payable		.00
423	Accounts Payable / Previous Years		.00
461	Accrued Salaries and Benefits		.00
481	Deferred Revenues		-3,221.00
	Other Current Liabilities		41,079.24
	Total Liabilities		37,858.24

Fund Balance:

Appropriated:

753	Reserve for Encumbrances - Current Year		-23,341,825.68
754	Reserve for Encumbrances - Prior Year		-86,290.93
Reserved Fund Balance:			
764	Maintenance Reserve Account	.00	
765	Tuition Reserve Account	.00	
606	Add: Increase in Maintenance Reserve	.00	
310	Less: Budgeted W/D from Maint. Reserve	.00	
			.00
761	Capital Reserve Account	-6,292,643.00	
604	Add: Increase in Capital Reserve	.00	
307	Less: Budgeted W/D Local Share < Exc Cost	.00	
309	Less: Budgeted W/D from Cap. Reserve-Exc	.00	
			-6,292,643.00
766	Emergency Reserve Account	-209,496.00	
607	Add: Increase in Emergency Reserve	.00	
312	Less: Budgeted W/D from Emergency Reserve	.00	
			-209,496.00
762	Adult Education Programs		.00
750,751,752	Reserved Fund Balance		.00
	Other Reserves		.00
601	Appropriations	-60,928,596.94	
602	Less: Expenditures	32,693,645.85	
603	Encumbrances	23,428,116.61	
		56,121,762.46	-4,806,834.48
	Total Appropriated		-34,737,090.09

Unappropriated:

712	Investment in Gen Fixed Assets		.00
770	Fund Balance		-6,284,506.68
771	Fund Balance - Designated		.00
772	Fund Balance - Undesignated		.00
303	Budgeted Fund Balance		7,336,217.59
311	Budget Withdr Fm Tuition Reserve-Adjust/SU		.00
740	Unreserved Retain Earnings		.00
	Total Unappropriated		1,051,710.91

Total Fund Equity	-33,685,379.18
Total Liabilities and Fund Equity	-33,647,520.94

Recapitulation of Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	60,928,596.94	56,121,762.46	4,806,834.48
Revenues	-53,248,393.00	-312,240.82	-52,936,152.18
Sub Total	7,680,203.94	55,809,521.64	-48,129,317.70

Change in Reserve Accounts:

Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	7,680,203.94	55,809,521.64	-48,129,317.70
Less: Adjustment For Prior Year Encumbrance	-498,203.94	-498,203.94	.00
Budget Fund Balance	7,182,000.00	55,311,317.70	-48,129,317.70

Glen Rock School District
 Board Secretary Report
 Interim Statements

	Budget Estimated	Actual To Date		Unrealized Balance
Budgeted Fund Balance	7,182,000.00	55,311,317.70		-48,129,317.70
General Fund				
Revenues				
10-12XX Local Tax Levy	49,500,484.00	.00	.00	49,500,484.00
10-13XX Tuition	180,459.00	65,006.60	.00	115,452.40
10-15XX Interest Revenue	550.00	371.64	.00	178.36
10-1XXX Unrestricted Revenue	707,836.00	246,862.58	.00	460,973.42
Total Revenues	50,389,329.00	312,240.82	.00	50,077,088.18
Revenues from State Sources				
10-312X Transportation Aid	131,824.00	.00	.00	131,824.00
10-313X Special Education Aid	2,525,645.00	.00	.00	2,525,645.00
10-3XXX Other State Aids	201,595.00	.00	.00	201,595.00
Total Revenues from State Sources	2,859,064.00	.00	.00	2,859,064.00
Revenues from Local Sources				
Total Revenues from Local Sources	.00	.00	.00	.00
Total General Fund	60,430,393.00	55,623,558.52	.00	4,806,834.48
Expenditures and Other Uses				
	Appropriations	Expenditures	Encumbrances	Avail Bal
Instruction				
11-606 Increase in Maint Reserve	300.00	.00	.00	300.00
Total Instruction	300.00	.00	.00	300.00
Distributed Expenditures				
11-2XX-XXX-XXX Special Education-Instruc	1,000.00	.00	.00	1,000.00
11-240-XXX-XXX Bilingual Education-Instr	219,498.00	107,634.85	106,249.00	5,614.15
11-402-XXX-XXX Athletics	881,991.10	534,817.98	62,335.49	284,837.63
1XX-100-XXX Regular Programs - Instructi	17,172,751.18	8,880,632.35	7,457,455.57	834,663.26
2XX-100-XXX Special Education - Instruct	4,662,384.90	2,247,308.18	2,304,344.09	110,732.63
230-100-XXX Basic Skills Remedial - Inst	527,581.12	263,358.58	263,016.02	1,206.52
401-100-XXX School Sponsored Cocurricula	207,096.24	26,662.23	3,129.65	177,304.36
Total Distributed Expenditures	23,672,302.54	12,060,414.17	10,196,529.82	1,415,358.55
Undistributed Expenditures				
11-000-1XX-XXX Instruction	2,798,047.48	1,337,109.08	1,099,159.91	361,778.49
11-000-211-XXX Attendance & Social Work	113,229.00	62,016.88	51,211.77	.35
11-000-213-XXX Health	741,181.73	308,145.71	318,412.56	114,623.46
11-000-21X-XXX Related & Extraordinary	3,206,089.11	1,256,324.56	1,854,860.54	94,904.01
11-000-218-XXX Students - Regular	1,050,462.00	527,743.68	488,009.02	34,709.30
11-000-219-XXX Students - Special	1,485,166.44	782,515.51	679,211.43	23,439.50
11-000-221-XXX Improvement of Instructio	668,031.30	461,306.10	205,354.14	1,371.06
11-000-222-XXX Educational Media Service	602,784.58	313,885.94	190,552.82	98,345.82
11-000-223-XXX Instructional Staff Train	173,089.45	40,569.98	11,788.52	120,730.95
11-000-23X-XXX General Administration	1,376,885.90	795,890.95	537,082.82	43,912.13
11-000-24X-XXX School Administration	2,489,746.68	1,436,269.12	982,733.22	70,744.34
11-000-251-XXX Central Services	703,557.46	416,586.39	267,487.18	19,483.89

Glen Rock School District
 Board Secretary Report
 Interim Statements

Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Undistributed Expenditures				
11-000-252-XXX Administrative Info Tech	663,288.60	397,449.71	219,553.47	46,285.42
11-000-26X-XXX Operation and Maintenance	6,225,039.75	3,147,617.85	2,568,937.11	508,484.79
11-000-27X-XXX Student Transportation Se	1,467,950.25	630,166.86	812,411.57	25,371.82
11-XXX-XXX-2XX Employee Benefits	7,292,363.53	3,637,735.93	2,874,470.99	780,156.61
Total Undistributed Expenditures	31,056,913.26	15,551,334.25	13,161,237.07	2,344,341.94
Total Expenditures and Other Uses	54,729,515.80	27,611,748.42	23,357,766.89	3,760,000.49
Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Equipment				
12-XXX-XXX-73X Equipment	150,735.88	149,973.53	.00	762.35
Total Equipment	150,735.88	149,973.53	.00	762.35
Capital Outlay				
12-XXX-XXX-73X Equipment	348,478.26	277,410.90	70,349.72	717.64
000-4XX-XXX Facilities Acquisition & Con	4,670,409.00	4,654,513.00	.00	15,896.00
Total Capital Outlay	5,018,887.26	4,931,923.90	70,349.72	16,613.64
Total Expenditures and Other Uses	5,169,623.14	5,081,897.43	70,349.72	17,375.99
Expenditures and Other Uses	Appropriations	Expenditures	Encumbrances	Avail Bal
Other Special Schools				
Total Other Special Schools	.00	.00	.00	.00
Total Expenditures and Other Uses	.00	.00	.00	.00
Total Expenditures	60,928,596.94	32,693,645.85	23,428,116.61	4,806,834.48

Glen Rock School District
 Board Secretary Report
 Schedule of Revenues

	Budget Estimated	Actual To Date	Unrealized Balance
Budgeted Fund Balance	7,182,000.00	55,311,317.70	-48,129,317.70
General Fund			
Local Sources			
1XXX Miscellaneous	550.00	.00	550.00
121X Local Tax Levy	49,500,484.00	.00	49,500,484.00
1310 Tuition from Individuals	25,000.00	27,211.00	-2,211.00
132X Tuition from LEAs within State	155,459.00	37,795.60	117,663.40
1510 Earnings on Investments	.00	371.64	-371.64
1990 Miscellaneous	707,836.00	246,862.58	460,973.42
Total Local Sources	50,389,329.00	312,240.82	50,077,088.18
Intermediate Sources			
Total Intermediate Sources	.00	.00	.00
State Sources			
3XXX Other State Aids	2,859,064.00	.00	2,859,064.00
Total State Sources	2,859,064.00	.00	2,859,064.00
Transfer from Other Funds			
Total Transfer from Other Funds	.00	.00	.00
Total General Fund	60,430,393.00	55,623,558.52	4,806,834.48

Glen Rock School District
 Board Secretary Report
 Statement of Appropriations

General Current Expense	Appropriations	Expenditures	Encumbrances	Avail Bal
General Current Expense (Fund11)				
Behavioral Disabilities				
Total Behavioral Disabilities	.00	.00	.00	.00
Preschool Disabilities - Full Time				
216-1XX-101 Salaries Of Teachers	73,804.00	36,902.00	36,902.00	.00
Total Preschool Disabilities - Full Time	73,804.00	36,902.00	36,902.00	.00
Total Special Education - Instruction	73,804.00	36,902.00	36,902.00	.00
Regular Programs - Instruction				
150-1XX-320 Home Instr - Purchase Ed Ser	9,000.00	1,046.38	4,558.20	3,395.42
190-1XX-5XX Other Purchased Services	788,589.35	740,209.08	37,567.42	10,812.85
110-1XX-101 Kindergarten - Salaries Of T	568,247.00	284,123.50	284,123.50	.00
120-1XX-101 Grades 1-5 -Salaries Of Teac	4,943,846.30	2,440,097.44	2,427,728.56	76,020.30
130-1XX-101 Grades 6-8 -Salaries Of Teac	3,809,529.21	1,787,238.71	1,833,655.02	188,635.48
140-1XX-101 Grades 9-12 Salaries Of Teac	5,125,608.20	2,503,168.18	2,474,174.02	148,266.00
150-1XX-101 Salaries Of Teachers	22,500.00	1,440.00	.00	21,060.00
190-1XX-320 Purchased Professional Ed Se	539,569.76	201,028.94	267,950.92	70,589.90
190-1XX-5XX Other Purchased Services	92,606.00	36,580.90	39,175.10	16,850.00
190-1XX-61X General Supplies	729,856.69	409,286.84	77,473.86	243,095.99
190-1XX-64X Textbooks	149,125.00	100,095.83	.00	49,029.17
190-1XX-8XX Miscellaneous Expenditures	299,208.24	291,346.09	954.00	6,908.15
Total Regular Programs - Instruction	17,077,685.75	8,795,661.89	7,447,360.60	834,663.26
Learning and/or Language Disabilities				
204-1XX-101 Salaries Of Teachers	404,777.00	202,388.50	202,388.50	.00
204-1XX-61X General Supplies	4,000.00	2,794.27	188.50	1,017.23
Total Learning and/or Language Disabilities	408,777.00	205,182.77	202,577.00	1,017.23
Resource Room/Resource Center				
213-1XX-61X General Supplies	1,000.00	.00	.00	1,000.00
213-1XX-8XX Other Objects	2,650.00	.00	.00	2,650.00
213-1XX-101 Salaries of Teachers	3,246,023.50	1,599,125.24	1,599,620.20	47,278.06
213-1XX-61X General Supplies	17,725.00	10,408.27	317.24	6,999.49
Total Resource Room/Resource Center	3,267,398.50	1,609,533.51	1,599,937.44	57,927.55
Autism				
214-1XX-101 Salaries Of Teachers	10,500.00	.00	.00	10,500.00
214-1XX-320 Purchased Prof Ed Service	502,160.00	215,325.60	284,434.40	2,400.00
214-1XX-61X General Supplies	22,836.40	17,085.87	.00	5,750.53
Total Autism	535,496.40	232,411.47	284,434.40	18,650.53
Preschool Disabilities - Part Time				
215-1XX-101. Salaries Of Teachers	117,799.00	56,374.50	56,174.50	5,250.00
215-1XX-61X General Supplies	1,000.00	996.32	.00	3.68
215-1XX-8XX Other Objects	3,000.00	.00	.00	3,000.00
Total Preschool Disabilities - Part Time	121,799.00	57,370.82	56,174.50	8,253.68
Home Instruction				
219-1XX-101 Salaries Of Teachers	10,500.00	2,110.00	.00	8,390.00
219-1XX-320 Purchased Prof Ed Service	99,500.00	30,742.61	51,263.75	17,493.64
Total Home Instruction	110,000.00	32,852.61	51,263.75	25,883.64
Resource Room				
230-1XX-101 Salaries Of Teachers	525,075.00	261,696.56	262,636.88	741.56
230-1XX-61X General Supplies	2,506.12	1,662.02	379.14	464.96
Total Resource Room	527,581.12	263,358.58	263,016.02	1,206.52
BiLingual Education				
240-1XX-101 Salaries Of Teachers	212,498.00	106,249.00	106,249.00	.00
240-1XX-5Xx Other Purchased Services	6,000.00	1,368.00	.00	4,632.00
240-1XX-4XX	1,000.00	17.85	.00	982.15
Total BiLingual Education	219,498.00	107,634.85	106,249.00	5,614.15

Glen Rock School District
 Board Secretary Report
 Statement of Appropriations

General Current Expense	Appropriations	Expenditures	Encumbrances	Avail Bal
General Current Expense (Fund11)				
Schl Spons CoCurricular				
401-1XX-1XX Salaries	160,540.00	9,975.00	.00	150,565.00
401-1XX-5XX Other Purchased Services	1,000.00	.00	108.59	891.41
401-1XX-600 Supplies And Materials	36,306.24	14,387.23	3,021.06	18,897.95
401-1XX-8XX Other Objects	9,250.00	2,300.00	.00	6,950.00
Total Schl Spons CoCurricular	207,096.24	26,662.23	3,129.65	177,304.36
School Sponsored Athletics - Instruction				
402-1XX-1XX Salaries	563,223.50	276,877.90	52,423.60	233,922.00
402-1XX-5XX Purchased Services	216,668.32	194,478.57	210.00	21,979.75
402-1XX-600 Supplies And Materials	51,599.28	24,174.01	9,701.89	17,723.38
402-1XX-8XX Other Objects	50,500.00	39,287.50	.00	11,212.50
Total School Sponsored Athletics - Instruction	881,991.10	534,817.98	62,335.49	284,837.63
Facilities Acquisition and Construction				
000-400-100 Salaries	300.00	.00	.00	300.00
Total Facilities Acquisition and Construction	300.00	.00	.00	300.00
Total General Current Expense (Fund11)	23,431,427.11	11,902,388.71	10,113,379.85	1,415,658.55
Distributed				
Regular Programs - Instruction				
190-1XX-32X	95,065.43	84,970.46	10,094.97	.00
Total Regular Programs - Instruction	95,065.43	84,970.46	10,094.97	.00
Total Distributed	95,065.43	84,970.46	10,094.97	.00
DISTRIBUTED				
Autism				
214-1XX-101 Salaries Of Teachers	146,110.00	73,055.00	73,055.00	.00
Total Autism	146,110.00	73,055.00	73,055.00	.00
Total DISTRIBUTED	146,110.00	73,055.00	73,055.00	.00
Undistributed				
Undistributed Expenditures - Instruction				
000-1XX-562 Tuition To Other Leas W/I St	237,374.40	167,484.40	30,876.00	39,014.00
000-1XX-565 Tuition To Ccssd & Reg Day Sc	203,938.00	.00	125,910.00	78,028.00
000-1XX-566 Tuition To Priv Sch For Hand	1,508,501.06	825,033.64	453,826.75	229,640.67
000-1XX-569 Tuition - Other	315,434.02	146,342.44	166,073.76	3,017.82
000-1XX-563 Tuition to County Vocational	489,330.00	185,195.60	292,056.40	12,078.00
000-1XX-564 Tuition to County Vocational	43,470.00	13,053.00	30,417.00	.00
Total Undistributed Expenditures - Instruction	2,798,047.48	1,337,109.08	1,099,159.91	361,778.49
Attendance And Social Work Services				
000-211-1XX Salaries	113,029.00	61,816.88	51,211.77	.35
000-211-6XX Supplies And Materials	200.00	200.00	.00	.00
Total Attendance And Social Work Services	113,229.00	62,016.88	51,211.77	.35
Health Services				
000-213-1XX Salaries	517,313.00	246,501.16	243,699.34	27,112.50
000-213-3XX Purchased Prof and Tech Serv	142,450.00	54,441.04	73,817.46	14,191.50
000-213-5XX Other Purchased Services	1,100.00	.00	439.99	660.01
000-213-6XX Supplies and Materials	77,818.73	6,616.27	455.77	70,746.69
000-213-8XX Other Objects	2,500.00	587.24	.00	1,912.76
Total Health Services	741,181.73	308,145.71	318,412.56	114,623.46
Other Supp. Serv. Students-Related Servi				
000-216-1XX Salaries	593,886.00	296,943.00	296,943.00	.00
000-216-32X Purchased Prof Educational S	208,250.00	53,626.10	119,948.90	34,675.00
000-216-6XX Supplies and Materials	4,000.00	3,647.19	.00	352.81
Total Other Supp. Serv. Students-Related Servi	806,136.00	354,216.29	416,891.90	35,027.81

Glen Rock School District
 Board Secretary Report
 Statement of Appropriations

General Current Expense Undistributed	Appropriations	Expenditures	Encumbrances	Avail Bal
Other Supp. Serv. Students-Extra Service				
000-217-1XX Salaries	7,500.00	4,339.32	.00	3,160.68
000-217-32X Purchased Prof Educational S	2,371,953.11	887,684.00	1,437,577.11	46,692.00
000-217-6XX Supplies And Materials	20,500.00	10,084.95	391.53	10,023.52
Total Other Supp. Serv. Students-Extra Service	2,399,953.11	902,108.27	1,437,968.64	59,876.20
Other Supp. Serv. - Students - Regular				
000-218-11X Other Salaries	4,196.00	.00	.00	4,196.00
000-218-104 Salaries/Other Prof Staff	950,184.00	483,878.00	462,792.00	3,514.00
000-218-105 Salaries of Secretaries & Cl	52,712.00	30,748.62	21,963.38	.00
000-218-32X Purchased Prof.- Ed. Service	500.00	.00	.00	500.00
000-218-390 Purchased Prof. Technical Se	10,000.00	1,168.28	200.00	8,631.72
000-218-5XX Other Purchased Services	15,228.44	6,918.79	2,186.85	6,122.80
000-218-6XX Supplies and Materials	12,091.56	2,486.99	866.79	8,737.78
000-218-8XX Other Objects	5,550.00	2,543.00	.00	3,007.00
Total Other Supp. Serv. - Students - Regular	1,050,462.00	527,743.68	488,009.02	34,709.30
Other Supp. Serv. - Students - Special				
000-219-104 Salaries Of Other Profession	1,221,678.00	594,300.50	627,377.50	.00
000-219-105 Salaries Of Secr. And Cleric	83,684.00	60,270.00	23,414.00	.00
000-219-11X Other Salaries	66,206.44	66,206.44	.00	.00
000-219-390 Purchased Prof. Technical Se	84,298.00	50,055.39	19,296.03	14,946.58
000-219-5XX Other Purchased Services	8,300.00	3,567.45	3,116.75	1,615.80
000-219-6XX Supplies And Materials	21,000.00	8,115.73	6,007.15	6,877.12
Total Other Supp. Serv. - Students - Special	1,485,166.44	782,515.51	679,211.43	23,439.50
Improvement Of Instruction Services				
000-221-11X Other Salaries	55,835.50	55,835.50	.00	.00
000-221-8XX Other Objects	116,060.70	115,448.19	.00	612.51
000-221-102 Salaries Supervisor of Instr	492,690.10	287,402.78	205,287.17	.15
000-221-5XX Other Purchased Services	545.00	263.93	.00	281.07
000-221-6XX Supplies and Materials	2,900.00	2,355.70	66.97	477.33
Total Improvement Of Instruction Services	668,031.30	461,306.10	205,354.14	1,371.06
Educational Media				
000-222-1XX Salaries	495,356.50	241,239.92	179,203.10	74,913.48
000-222-6XX Supplies And Materials	99,819.13	66,495.38	9,891.41	23,432.34
000-222-8XX Other Objects	4,108.95	4,108.95	.00	.00
000-222-5XX Other Purchased Services	3,500.00	2,041.69	1,458.31	.00
Total Educational Media	602,784.58	313,885.94	190,552.82	98,345.82
Instructional Staff Training				
000-223-104 Salaries Of Other Profession	180.00	180.00	.00	.00
000-223-11X Other Salaries	17,220.00	13,346.00	.00	3,874.00
000-223-32X Purchased Prof. - Ed. Servi	26,914.00	13,000.00	515.00	13,399.00
000-223-390 Purchased Prof. Technical Se	20,000.00	.00	.00	20,000.00
000-223-5XX Other Purchased Services	107,275.45	13,744.46	11,273.52	82,257.47
000-223-6XX Supplies And Materials	1,500.00	299.52	.00	1,200.48
Total Instructional Staff Training	173,089.45	40,569.98	11,788.52	120,730.95

Glen Rock School District
 Board Secretary Report
 Statement of Appropriations

General Current Expense Undistributed	Appropriations	Expenditures	Encumbrances	Avail Bal
Support Services - General Administratio				
000-23X-1XX Salaries	687,028.47	413,527.68	273,500.79	.00
000-23X-331 Legal Services	115,416.50	37,817.75	77,598.75	.00
000-230-332 Audit Fees	81,250.00	22,748.00	49,252.00	9,250.00
000-23X-33X Other Purchased Prof. Servic	132,780.76	39,587.44	86,944.91	6,248.41
000-23X-4XX Other Purchased Services	7,671.24	4,474.89	3,196.35	.00
000-23X-53X Communications / Telephone	83,599.99	43,078.67	38,713.80	1,807.52
000-23X-585 Board of Ed Other Purchases	5,133.60	4,742.66	.00	390.94
000-23X-5XX Other Purchased Services	183,917.49	176,701.66	471.95	6,743.88
000-23X-6XX Supplies And Materials	7,500.00	3,630.35	717.27	3,152.38
000-230-895 BOE Membership Dues & Fees	19,306.85	19,306.85	.00	.00
000-23X-89X Miscellaneous Expenditures	53,281.00	30,275.00	6,687.00	16,319.00
Total Support Services - General Administratio	1,376,885.90	795,890.95	537,082.82	43,912.13
School Administration				
000-252-1XX Salaries	1,282,399.98	748,066.62	534,333.24	.12
000-24X-104 Salaries Of Other Profession	547,241.84	319,224.36	228,017.27	.21
000-24X-105 Salaries Of Secr. And Cleric	478,114.42	274,612.30	200,194.67	3,307.45
000-24X-1XX Other Salaries	3,012.00	376.50	376.50	2,259.00
000-24X-3XX Purchased Prof. And Tech. Se	8,750.00	1,264.00	913.04	6,572.96
000-24X-5XX Other Purchased Services	29,302.52	249.00	515.00	28,538.52
000-24X-6XX Supplies And Materials	67,678.32	49,048.01	6,242.24	12,388.07
000-24X-8XX Other Objects	44,014.00	16,270.99	10,065.00	17,678.01
000-24X-5XX Other Purchased Services	29,233.60	27,157.34	2,076.26	.00
Total School Administration	2,489,746.68	1,436,269.12	982,733.22	70,744.34
Central Services				
000-251-100 Salaries	627,226.34	365,122.94	258,670.54	3,432.86
000-251-340 Purchased Technical Services	38,528.00	34,775.00	3,700.00	53.00
000-251-500 Misc Purchased Services	22,500.00	9,923.05	1,304.90	11,272.05
000-251-600 Supplies And Materials	7,903.12	3,945.53	2,311.74	1,645.85
000-251-8XX Other Objects	7,400.00	2,819.87	1,500.00	3,080.13
Total Central Services	703,557.46	416,586.39	267,487.18	19,483.89
Administrative Info Technology				
000-252-100 Salaries	521,077.45	305,147.50	215,929.95	.00
000-252-330 Purchased Professional Servi	56,554.71	56,554.71	.00	.00
000-252-500 Misc Purchased Services	29,493.54	11,439.79	.00	18,053.75
000-252-600 Supplies And Materials	1,622.80	831.57	791.23	.00
000-252-800 Miscellaneous Expenditures	52,900.10	21,936.14	2,832.29	28,131.67
000-252-8XX Other Objects	1,640.00	1,540.00	.00	100.00
Total Administrative Info Technology	663,288.60	397,449.71	219,553.47	46,285.42
Required Maintenance Of School Facilitie				
000-261-1XX Salaries	621,788.49	329,618.78	238,083.29	54,086.42
000-261-42X Cleaning, Repair, And Maint.	437,768.97	330,406.05	74,650.49	32,712.43
000-261-61X General Supplies	97,730.00	24,536.94	31,767.23	41,425.83
000-261-42X Purchased Maintenance Serv	135,884.45	135,884.45	.00	.00
Total Required Maintenance Of School Facilitie	1,293,171.91	820,446.22	344,501.01	128,224.68

Glen Rock School District
 Board Secretary Report
 Statement of Appropriations

General Current Expense Undistributed	Appropriations	Expenditures	Encumbrances	Avail Bal
Custodial Services				
000-262-1XX Salaries	188,678.23	67,932.59	112,776.30	7,969.34
000-262-300 Purchased Prof. And Tech. Se	99,281.50	-124,203.44	27,375.25	196,109.69
000-262-420 Cleaning Repair and Maint	2,275,628.87	1,141,243.11	1,104,774.69	29,611.07
000-262-49X Other Purchased Property Ser	59,500.00	36,161.79	23,338.21	.00
000-262-52X Insurance	373,532.70	373,532.70	.00	.00
000-262-590 Miscellaneous Purchased Serv	39,650.00	1,125.50	1,700.00	36,824.50
000-262-61X General Supplies	197,800.00	122,808.67	71,996.58	2,994.75
000-262-62X Energy (Heat And Electricity	977,277.54	410,676.48	558,301.06	8,300.00
000-262-8XX Other Objects	15,490.00	6,169.21	3,503.28	5,817.51
Total Custodial Services	4,226,838.84	2,035,446.61	1,903,765.37	287,626.86
Care and Upkeep of Grounds				
000-262-1XX Salaries	150,251.00	87,646.30	62,604.70	.00
000-263-420 Cleaning Rep & Maint Svcs	227,208.00	91,176.62	79,135.11	56,896.27
000-263-610 General Supplies	16,961.00	866.41	13,143.54	2,931.05
Total Care and Upkeep of Grounds	394,420.00	179,709.33	154,883.35	59,827.32
Security				
000-266-420 Cleaning Rep & Maint Svcs	23,333.00	1,050.00	4,950.00	17,333.00
000-266-110 Security Staff Stipends	251,097.00	107,376.13	143,720.87	.00
000-262-61X General Supplies	33,804.00	2,704.56	17,116.51	13,982.93
000-262-8XX Other Objects	2,375.00	885.00	.00	1,490.00
Total Security	310,609.00	112,015.69	165,787.38	32,805.93
Student Transportation Services				
000-27X-161 Sal For Pupil Transp (Home/S	55,457.25	32,350.08	23,107.17	.00
000-270-420 Contracted Services-Bus Main	15,000.00	9,750.38	4,800.00	449.62
000-27X-11X	9,500.00	.00	.00	9,500.00
000-27X-511 Cont Svc(Bet H&S)Vend	2,000.00	.00	.00	2,000.00
000-27X-512 Cont Svcs (Not H&S) Vend	278,800.00	83,217.93	185,497.07	10,085.00
000-27X-513	135,860.40	79,320.13	56,540.27	.00
000-27X-514 Contracted Serv. (Sp.Ed.Stud.	14,300.00	.00	14,300.00	.00
000-27X-515	940,032.60	422,117.46	517,915.14	.00
000-27X-6XX Transportation Supplies	8,800.00	1,650.31	6,849.69	300.00
000-27X-89X Other Objects	8,200.00	1,760.57	3,402.23	3,037.20
Total Student Transportation Services	1,467,950.25	630,166.86	812,411.57	25,371.82
Unallocated Benefits				
000-291-22X Social Security Contribution	590,000.00	225,808.61	.00	364,191.39
000-291-241 Other Retirement - Regular	476,182.00	519.48	469,192.00	6,470.52
000-291-26X Workmen's Compensation	139,094.00	139,094.00	.00	.00
000-291-27X Health Benefits	5,746,463.53	3,184,631.62	2,405,278.99	156,552.92
000-291-28X Tuition Reimbursement	107,402.20	1,500.00	.00	105,902.20
000-291-290 Other Employee Benefits	233,221.80	86,182.22	.00	147,039.58
Total Unallocated Benefits	7,292,363.53	3,637,735.93	2,874,470.99	780,156.61
Total Undistributed	31,056,913.26	15,551,334.25	13,161,237.07	2,344,341.94
Total General Current Expense	54,729,515.80	27,611,748.42	23,357,766.89	3,760,000.49
Capital Outlay	Appropriations	Expenditures	Encumbrances	Avail Bal
Capital Outlay				

Glen Rock School District
 Board Secretary Report
 Statement of Appropriations

	Appropriations	Expenditures	Encumbrances	Avail Bal
Capital Outlay				
Capital Outlay				
Facilities Acquisition and Construction				
000-100-730 Undistributed Expenditures -	308,201.59	306,578.87	200.00	1,422.72
15-XXX-252-73X	67,529.09	33,980.77	33,548.32	.00
000-260-730 Operation & Maintenance Of P	115,249.96	78,645.74	36,601.40	2.82
000-400-100 Salaries	1,029,458.00	.00	.00	1,029,458.00
000-400-800 Other Objects	15,896.00	.00	.00	15,896.00
000-400-931 Capital Reserve	4,654,513.00	4,654,513.00	.00	.00
000-240-73X	8,233.50	8,179.05	.00	54.45
Total Facilities Acquisition and Construction	6,199,081.14	5,081,897.43	70,349.72	1,046,833.99
Total Capital Outlay	6,199,081.14	5,081,897.43	70,349.72	1,046,833.99
Total Capital Outlay	6,199,081.14	5,081,897.43	70,349.72	1,046,833.99
Special Schools				
Special Schools				
Post Secondary Programs - Instruction				
Total Post Secondary Programs - Instruction	.00	.00	.00	.00
Post Secondary Programs - Support				
Total Post Secondary Programs - Support	.00	.00	.00	.00
Total Special Schools	.00	.00	.00	.00
Total Special Schools	.00	.00	.00	.00
Grand Totals:	60,928,596.94	32,693,645.85	23,428,116.61	4,806,834.48

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.


 Board Secretary

Assets and Resources

Assets:

101	Cash in Bank	-48,922.68	
102-106	Cash Equivalents	.00	
107	Cash Management	.00	
	Total Cash		-48,922.68
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	-123,263.00	
142	Intergovernmental - Federal	365,840.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		242,577.00
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		.00
	Resources:		
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	1,304,606.39	
302	Less Revenues	-336,906.00	
			967,700.39

Total Assets and Resources

1,161,354.71

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft		.00
402	Interfund Accounts Payable		.00
411	Intergovernmental Accounts Payable - State		- .50
412	Intergovernmental Accounts Payable - Federal		-7.00
421	Accounts Payable		.58
431	Contracts Payable		.00
451	Loans Payable		.00
423	Accounts Payable / Previous Years		.00
461	Accrued Salaries and Benefits		.00
481	Deferred Revenues		-374,851.29
	Other Current Liabilities		.00

Total Liabilities

-374,858.21

Fund Balance:

Appropriated:

753	Reserve for Encumbrances - Current Year			-364,625.97
754	Reserve for Encumbrances - Prior Year			
Reserved Fund Balance:				
764	Maintenance Reserve Account		.00	
765	Tuition Reserve Account		.00	
606	Add: Increase in Maintenance Reserve		.00	
310	Less: Budgeted W/D from Maint. Reserve		.00	
				.00
761	Capital Reserve Account		.00	
604	Add: Increase in Capital Reserve		.00	
307	Less: Budgeted W/D Local Share < Exc Cost		.00	
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00	
				.00
766	Emergency Reserve Account		.00	
607	Add: Increase in Emergency Reserve		.00	
312	Less: Budgeted W/D from Emergency Reserve		.00	
				.00
762	Adult Education Programs			.00
750,751,752	Reserved Fund Balance			.00
	Other Reserves			.00
601	Appropriations		-1,304,606.39	
602	Less: Expenditures	518,109.89		
603	Encumbrances	364,625.97	882,735.86	-421,870.53
	Total Appropriated			-786,496.50

Unappropriated:

712	Investment in Gen Fixed Assets			.00
770	Fund Balance			.00
771	Fund Balance - Designated			.00
772	Fund Balance - Undesignated			.00
303	Budgeted Fund Balance			.00
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00
740	Unreserved Retain Earnings			.00
	Total Unappropriated			.00

Total Fund Equity	-786,496.50
Total Liabilities and Fund Equity	-1,161,354.71

Recapitulation of Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	1,304,606.39	882,735.86	421,870.53
Revenues	-1,304,606.39	-336,906.00	-967,700.39
Sub Total	.00	545,829.86	-545,829.86

Change in Reserve Accounts:

Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	.00	545,829.86	-545,829.86
Less: Adjustment For Prior Year Encumbrance	.00	.00	.00
Budget Fund Balance	.00	545,829.86	-545,829.86

	Budget Estimated	Actual To Date		Unrealized Balance
Special Revenue Fund				
Revenues from Local Sources				
1XXX From Local Sources	4,200.00	4,200.00	.00	.00
Total Revenues from Local Sources	4,200.00	4,200.00	.00	.00
Revenues from State Sources				
3XXX From State Sources	207,665.00	137,433.00	.00	70,232.00
2X-3XXX Other Restricted Entitle.	62,253.00	62,253.00	.00	.00
Total Revenues from State Sources	269,918.00	199,686.00	.00	70,232.00
Revenues from Federal Sources				
4XXX From Federal Sources	1,030,488.39	133,020.00	.00	897,468.39
Total Revenues from Federal Sources	1,030,488.39	133,020.00	.00	897,468.39
Total Special Revenue Fund	1,304,606.39	336,906.00	.00	967,700.39
Revenues/Sources of Funds				
Revenues from Federal Sources				
Total Revenues from Federal Sources	.00	.00	.00	.00
Total Revenues/Sources of Funds	.00	.00	.00	.00
Expenditures and Other Uses				
	Appropriations	Expenditures	Encumbrances	Avail Bal
Local Projects				
2X-XXX-XXX-XXX Other Special Projects	4,200.00	3,000.00	360.00	840.00
Total Local Projects	4,200.00	3,000.00	360.00	840.00
Local Projects				
Total Local Projects	.00	.00	.00	.00
State Projects				
2X-511-XXX-XXX NJ Character Educaation	40,590.00	15,060.30	22,565.43	2,964.27
2X-501-4XX-XXX NP Textbooks	13,002.00	12,273.76	.00	728.24
2X-502/505-XXX-XXX Nonpublic Auxiliary S	61,415.00	17,602.94	43,812.06	.00
2X-506-XXX-XXX Nonpublic Auxillary	21,476.00	5,864.60	15,611.40	.00
2X-509-XXX-XXX Nonpublic Nursing Srvcs.	19,342.00	6,258.51	13,083.49	.00
2X-509-XXX-XXX Nonpublic Nursing Srvcs.	21,390.00	6,417.00	14,973.00	.00
2X-511-XXX-XXX NJ Character Education	22,176.00	12,375.56	9,800.44	.00
2X-XXX-XXX-XXX Other Special Projects	70,527.00	.00	.00	70,527.00
Total State Projects	269,918.00	75,852.67	119,845.82	74,219.51
Federal Projects				
2X-25X-XXX-XXX IDEA	668,680.00	307,985.85	232,741.15	127,953.00
2X-XXX-XXX-XXX OTHER FEDERAL PROJECT	361,808.39	131,271.37	11,679.00	218,858.02
Total Federal Projects	1,030,488.39	439,257.22	244,420.15	346,811.02
Total Expenditures and Other Uses	1,304,606.39	518,109.89	364,625.97	421,870.53

Report Date 02/10/23 02:05 PM

Period 00 - 07

Budget Year 23 For Funds 20- 20

Glen Rock School District

Board Secretary Report

Interim Statements

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Total Expenditures

1,304,606.39

518,109.89

364,625.97

421,870.53

	Budget Estimated	Actual To Date	Unrealized Balance
Special Revenue Fund			
Local Sources			
1XXX Miscellaneous	4,200.00	4,200.00	.00
Total Local Sources	4,200.00	4,200.00	.00
State Sources			
3XXX Revenues from State Sources	269,918.00	199,686.00	70,232.00
Total State Sources	269,918.00	199,686.00	70,232.00
Federal Sources			
32XX Other Restricted Entitlements	337,109.32	40,000.00	297,109.32
I.D.E.A. Part B (Handicapped)	659,315.00	81,721.00	577,594.00
No Child Left Behind Title II	24,692.00	11,299.00	13,393.00
No Child Left Behind Title III	7.07	.00	7.07
No Child Left Behind Title VI	9,365.00	.00	9,365.00
Total Federal Sources	1,030,488.39	133,020.00	897,468.39
Total Special Revenue Fund	1,304,606.39	336,906.00	967,700.39

Special Revenue Fund	Appropriations	Expenditures	Encumbrances	Avail Bal
Early Childhood Program				
Instruction				
Total Instruction	.00	.00	.00	.00
Total Early Childhood Program	.00	.00	.00	.00
Demonstrably Effective Program				
Instruction				
Total Instruction	.00	.00	.00	.00
Total Demonstrably Effective Program	.00	.00	.00	.00
Local Projects				
Prior Year Encumbrances				
Total Prior Year Encumbrances	.00	.00	.00	.00
Local Project				
XXX-XXX-XXX Other	4,200.00	3,000.00	360.00	840.00
Total Local Project	4,200.00	3,000.00	360.00	840.00
Support Services				
Total Support Services	.00	.00	.00	.00
Nonpublic School Projects				
Total Nonpublic School Projects	.00	.00	.00	.00
Total Local Projects	4,200.00	3,000.00	360.00	840.00
State Project				
Other State Projects				
SDA Emergent Need & Capital Maint	62,253.00	.00	.00	62,253.00
Total Other State Projects	62,253.00	.00	.00	62,253.00
Total State Project	62,253.00	.00	.00	62,253.00
Nonpublic School Projects				
501-XXX-XXX Nonpublic Textbooks	13,002.00	12,273.76	.00	728.24
502-XXX-XXX Non-Public Comp. Ed.	51,392.00	16,801.10	34,590.90	.00
503-XXX-XXX Non-Public ESL	10,023.00	801.84	9,221.16	.00
506-XXX-XXX Non-Public Supp. Inst.	21,476.00	5,864.60	15,611.40	.00
507-XXX-XXX NJ Nonpublic Hand. Servcs..	19,342.00	6,258.51	13,083.49	.00
508-XXX-XXX Nonpublic Handicapped-Corr.	21,390.00	6,417.00	14,973.00	.00
509-XXX-XXX NJ Nonpublic Nursing Service	22,176.00	12,375.56	9,800.44	.00
510-XXX-XXX Nonpublic Technology Initiat	8,274.00	.00	.00	8,274.00
Total Nonpublic School Projects	167,075.00	60,792.37	97,280.39	9,002.24
Other State Projects				
511-XXX-XXX NJ Character Education	40,590.00	15,060.30	22,565.43	2,964.27
Total Other State Projects	40,590.00	15,060.30	22,565.43	2,964.27
Total State Project	207,665.00	75,852.67	119,845.82	11,966.51
Federal Projects				
Federal Projects				
241/245 NCLB Title III	7.07	.00	.00	7.07
XXX-520-930 Contribution to WSR	9,365.00	.00	.00	9,365.00
25X-XXX-XXX I.D.E.A. Part B.	659,315.00	307,985.85	232,741.15	118,588.00
27X-XXX-XXX NCLB Title IIA-Teach.&Princ.	24,692.00	18,799.00	4,399.00	1,494.00
CARES Act	337,109.32	112,472.37	7,280.00	217,356.95
Total Federal Projects	1,030,488.39	439,257.22	244,420.15	346,811.02
29870 EXPENSES3				
Total 29870 EXPENSES3	.00	.00	.00	.00
Total Federal Projects	1,030,488.39	439,257.22	244,420.15	346,811.02
Total Special Revenue Fund	1,304,606.39	518,109.89	364,625.97	421,870.53
Grand Totals:	1,304,606.39	518,109.89	364,625.97	421,870.53

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.


Board Secretary

Assets and Resources

Assets:

101	Cash in Bank	8,524,371.92	
102-106	Cash Equivalents	.00	
107	Cash Management	.00	
	Total Cash		8,524,371.92
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	.00	
142	Intergovernmental - Federal	.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		.00
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		.00
	Resources:		
241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	.00	
302	Less Revenues	-4,668,571.99	
			-4,668,571.99

Total Assets and Resources

3,855,799.93

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft		.00
402	Interfund Accounts Payable		.00
411	Intergovernmental Accounts Payable - State		.00
412	Intergovernmental Accounts Payable - Federal		.00
421	Accounts Payable		-129,350.35
431	Contracts Payable		.00
451	Loans Payable		.00
423	Accounts Payable / Previous Years		.00
461	Accrued Salaries and Benefits		.00
481	Deferred Revenues		.00
	Other Current Liabilities		.00
	Total Liabilities		<u>-129,350.35</u>

Fund Balance:

Appropriated:

753	Reserve for Encumbrances - Current Year			-3,146,154.86
754	Reserve for Encumbrances - Prior Year			-261,593.38
Reserved Fund Balance:				
764	Maintenance Reserve Account		.00	
765	Tuition Reserve Account		.00	
606	Add: Increase in Maintenance Reserve		.00	
310	Less: Budgeted W/D from Maint. Reserve		.00	
				<u>.00</u>
761	Capital Reserve Account		.00	
604	Add: Increase in Capital Reserve		.00	
307	Less: Budgeted W/D Local Share < Exc Cost		.00	
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00	
				<u>.00</u>
766	Emergency Reserve Account		.00	
607	Add: Increase in Emergency Reserve		.00	
312	Less: Budgeted W/D from Emergency Reserve		.00	
				<u>.00</u>
762	Adult Education Programs			.00
750,751,752	Reserved Fund Balance			.00
	Other Reserves			.00
601	Appropriations		-10,814,380.54	
602	Less: Expenditures	1,182,843.80		
603	Encumbrances	3,407,748.24	4,590,592.04	-6,223,788.50
	Total Appropriated			<u>-9,631,536.74</u>

Unappropriated:

712	Investment in Gen Fixed Assets			.00
770	Fund Balance			-4,909,293.38
771	Fund Balance - Designated			.00
772	Fund Balance - Undesignated			.00
303	Budgeted Fund Balance			10,814,380.54
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00
740	Unreserved Retain Earnings			.00
	Total Unappropriated			<u>5,905,087.16</u>
	Total Fund Equity			<u>-3,726,449.58</u>
	Total Liabilities and Fund Equity			<u>-3,855,799.93</u>

Recapitulation of Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	10,814,380.54	4,590,592.04	6,223,788.50
Revenues	.00	-4,668,571.99	4,668,571.99
Sub Total	<u>10,814,380.54</u>	<u>-77,979.95</u>	<u>10,892,360.49</u>
Change in Reserve Accounts:			
Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	<u>10,814,380.54</u>	<u>-77,979.95</u>	<u>10,892,360.49</u>
Less: Adjustment For Prior Year Encumbrance	-1,120,904.34	-1,120,904.34	.00
Budget Fund Balance	<u>9,693,476.20</u>	<u>-1,198,884.29</u>	<u>10,892,360.49</u>

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	Budget Estimated	Actual To Date		Unrealized Balance
Capital Projects Fund				
Revenue/Sources of Funds				
1XXX From Local Sources	.00	14,058.99	.00	-14,058.99
52XX Transfers From Other Funds	.00	4,654,513.00	.00	-4,654,513.00
Total Revenue/Sources of Funds	.00	4,668,571.99	.00	-4,668,571.99
Total Capital Projects Fund	.00	4,668,571.99	.00	-4,668,571.99
Expenditures and Other Uses				
	Appropriations	Expenditures	Encumbrances	Avail Bal
Facilities Acquisition & Construction				
Total Facilities Acquisition & Construction	.00	.00	.00	.00
Undistributed Expenditures				
XXX-4XX-1XX Salaries	15,000.00	5,750.00	5,000.00	4,250.00
XXX-4XX-331 Legal Services	27,700.00	.00	.00	27,700.00
XXX-4XX-45X Construction Services	9,898,688.24	1,162,985.25	3,339,261.20	5,396,441.79
XXX-4XX-61X Materials & Supplies	280,631.63	.00	.00	280,631.63
3X-XXX-4XX-XXX Construction Services	592,360.67	14,108.55	63,487.04	514,765.08
Total Undistributed Expenditures	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50
Total Expenditures and Other Uses	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50
Total Expenditures	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50

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	Budget Estimated	Actual To Date	Unrealized Balance
Capital Projects Fund			
Local Sources			
1510 Earnings on Investments	.00	14,058.99	-14,058.99
Total Local Sources	.00	14,058.99	-14,058.99
Transfer from Other Funds			
52XX Other Transfers	.00	4,654,513.00	-4,654,513.00
Total Transfer from Other Funds	.00	4,654,513.00	-4,654,513.00
Total Capital Projects Fund	.00	4,668,571.99	-4,668,571.99

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Capital Projects Fund	Appropriations	Expenditures	Encumbrances	Avail Bal
Capital Projects				
1205 EXPENSES3				
Total 1205 EXPENSES3	.00	.00	.00	.00
Equipment				
Total Equipment	.00	.00	.00	.00
Facilities Acquisition and Construction				
000-400-331 Legal Services	27,700.00	.00	.00	27,700.00
000-400-390 Other Purchased Services	375,553.07	11,423.55	63,487.04	300,642.48
000-400-450 Construction Services	9,898,688.24	1,162,985.25	3,339,261.20	5,396,441.79
000-400-610 General Supplies	280,631.63	.00	.00	280,631.63
000-400-800 Other Objects	216,807.60	2,685.00	.00	214,122.60
4492 EXPENSES4	15,000.00	5,750.00	5,000.00	4,250.00
Total Facilities Acquisition and Construction	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50
Total Capital Projects	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50
Total Capital Projects Fund	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50
Grand Totals:	10,814,380.54	1,182,843.80	3,407,748.24	6,223,788.50

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.


 Board Secretary

Assets and Resources

Assets:

101	Cash in Bank	-1,014,116.05	
102-106	Cash Equivalents	.00	
107	Cash Management	.00	
	Total Cash		-1,014,116.05
109	Payments		.00
111	Investments		.00
116	Capital Reserve Account		.00
117	Maintenance Reserve Investment Account		.00
118	Emergency Reserve Account		.00
121	Tax Levy Receivable		-1,679,394.00
	Accounts Receivable:		
132	Interfund	.00	
140	Intergovernmental	.00	
141	Intergovernmental - State	-980,527.00	
142	Intergovernmental - Federal	.00	
143	Intergovernmental - Other	.00	
153,154	Other - Net of Estimated Uncollectable of	.00	
161	Bond Proceeds Receivables	.00	
171	Inventories for Consumption	.00	
172	Inventory	.00	
155	Interfund	.00	
	Total Accounts Receivable		-980,527.00
	Loans Receivable:		
131	Interfund Loans Receivable	.00	
151,152	Other - Net of Estimated Uncollectable of	.00	
181	Prepaid Expenses	.00	
192	Deferred Expenditures	.00	
	Total Loans Receivable		.00
	Other Current Assets		.00

Resources:

241	Machinery and Equipment	.00	
242	Accumulated Depreciation on Machinery & Equipment	.00	
301	Estimated revenues	4,283,813.00	
302	Less Revenues	.00	
			4,283,813.00

Total Assets and Resources

609,775.95

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft		.00
402	Interfund Accounts Payable		.00
411	Intergovernmental Accounts Payable - State		.00
412	Intergovernmental Accounts Payable - Federal		.00
421	Accounts Payable		.00
431	Contracts Payable		.00
451	Loans Payable		.00
423	Accounts Payable / Previous Years		.00
461	Accrued Salaries and Benefits		.00
481	Deferred Revenues		.00
	Other Current Liabilities		.00
	Total Liabilities		.00

Fund Balance:

Appropriated:

753	Reserve for Encumbrances - Current Year			-609,775.00
754	Reserve for Encumbrances - Prior Year			
Reserved Fund Balance:				
764	Maintenance Reserve Account		.00	
765	Tuition Reserve Account		.00	
606	Add: Increase in Maintenance Reserve		.00	
310	Less: Budgeted W/D from Maint. Reserve		.00	
				.00
761	Capital Reserve Account		.00	
604	Add: Increase in Capital Reserve		.00	
307	Less: Budgeted W/D Local Share < Exc Cost		.00	
309	Less: Budgeted W/D from Cap. Reserve-Exc		.00	
				.00
766	Emergency Reserve Account		.00	
607	Add: Increase in Emergency Reserve		.00	
312	Less: Budgeted W/D from Emergency Reserve		.00	
				.00
762	Adult Education Programs			.00
750,751,752	Reserved Fund Balance			.00
	Other Reserves			.00
601	Appropriations		-4,283,813.00	
602	Less: Expenditures	3,674,037.50		
603	Encumbrances	609,775.00	4,283,812.50	- .50
	Total Appropriated			-609,775.50

Unappropriated:

712	Investment in Gen Fixed Assets			.00
770	Fund Balance			-.45
771	Fund Balance - Designated			.00
772	Fund Balance - Undesignated			.00
303	Budgeted Fund Balance			.00
311	Budget Withdr Fm Tuition Reserve-Adjust/SU			.00
740	Unreserved Retain Earnings			.00
	Total Unappropriated			-.45

Total Fund Equity	-609,775.95
Total Liabilities and Fund Equity	-609,775.95

Recapitulation of Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	4,283,813.00	4,283,812.50	.50
Revenues	-4,283,813.00	.00	-4,283,813.00
Sub Total	.00	4,283,812.50	-4,283,812.50
Change in Reserve Accounts:			
Plus - Increase in Reserve	.00	.00	.00
Less - Withdraw from Reserve	.00	.00	.00
Sub Total	.00	4,283,812.50	-4,283,812.50
Less: Adjustment For Prior Year Encumbrance	.00	.00	.00
Budget Fund Balance	.00	4,283,812.50	-4,283,812.50

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	Budget Estimated	Actual To Date		Unrealized Balance
Budgeted Fund Balance	.00	4,283,812.50		-4,283,812.50
Debt Service Fund				
Revenues from Local Sources				
1XXX From Local Sources	2,384,600.00	.00	.00	2,384,600.00
Total Revenues from Local Sources	2,384,600.00	.00	.00	2,384,600.00
Revenues from State Sources				
4X-3160 Debt Service Aid Type II	1,143,264.00	.00	.00	1,143,264.00
5XXX From Other Sources	755,949.00	.00	.00	755,949.00
Total Revenues from State Sources	1,899,213.00	.00	.00	1,899,213.00
Total Debt Service Fund	4,283,813.00	4,283,812.50	.00	.50
Expenditures and Other Uses				
	Appropriations	Expenditures	Encumbrances	Avail Bal
Debt Service				
4X-701-510-XXX Debt Service - Regular	4,283,813.00	3,674,037.50	609,775.00	.50
Total Debt Service	4,283,813.00	3,674,037.50	609,775.00	.50
Total Expenditures and Other Uses	4,283,813.00	3,674,037.50	609,775.00	.50
Total Expenditures	4,283,813.00	3,674,037.50	609,775.00	.50

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	Budget Estimated	Actual To Date	Unrealized Balance
Budgeted Fund Balance	.00	4,283,812.50	-4,283,812.50
Debt Service Fund			
Local Sources			
1210 Local Tax Levy	2,384,600.00	.00	2,384,600.00
Total Local Sources	2,384,600.00	.00	2,384,600.00
State Sources			
3160 Debt Service Aid Type II	1,143,264.00	.00	1,143,264.00
Total State Sources	1,143,264.00	.00	1,143,264.00
Transfer from Other Funds			
5210 Transfer from Capital Reserve	755,949.00	.00	755,949.00
Total Transfer from Other Funds	755,949.00	.00	755,949.00
Total Debt Service Fund	4,283,813.00	4,283,812.50	.50

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	Appropriations	Expenditures	Encumbrances	Avail Bal
Debt Service Fund				
Debt Service				
Regular Debt Service				
701-510-910 Redemption of Principle	2,715,000.00	2,715,000.00	.00	.00
701-510-834 Interest on Bonds	1,568,813.00	959,037.50	609,775.00	.50
Total Regular Debt Service	4,283,813.00	3,674,037.50	609,775.00	.50
Total Debt Service	4,283,813.00	3,674,037.50	609,775.00	.50
Total Debt Service Fund	4,283,813.00	3,674,037.50	609,775.00	.50
Grand Totals:	4,283,813.00	3,674,037.50	609,775.00	.50

Pursuant to N.J.A.C. 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.


Board Secretary

APPENDIX

G

Glen Rock School District
Budget Journal By Reference

Batch No.	Ref No.	Date	Period	Description	Debit	Credit
<u>Account No/Description</u>						
000414	3882	01/04/23	07	C&I Budget Transfer		
				3-11-000-221-580-31-27-251 C&I Travel Expenses	1,500.00	
				3-11-000-230-580-31-00-001 Asst Superintendent Travel Expenses		1,500.00
				Total Reference No. 3882	1,500.00	1,500.00
				Total Batch No. 000414	1,500.00	1,500.00
000422	3885	01/11/23	07	C&I Budget Transfer		
				3-11-000-221-580-31-27-251 C&I Travel Expenses	200.00	
				3-11-000-230-580-31-00-001 Asst Superintendent Travel Expenses		200.00
				Total Reference No. 3885	200.00	200.00
				Total Batch No. 000422	200.00	200.00
000423	3887	01/11/23	07	Technology & Coleman Budget Tran		
				3-11-000-222-610-12-09-230 Coleman Media Ctr Books		638.40
				3-11-000-222-610-12-09-233 Coleman Media Ctr Supp	638.40	
				Total Reference No. 3887	638.40	638.40
000423	3888	01/11/23	07	Technology & Coleman Budget Tran		
				3-11-000-222-610-12-09-230 Coleman Media Ctr Books		40.00
				3-11-000-222-610-12-09-231 Coleman Media Ctr Pubs	40.00	
				Total Reference No. 3888	40.00	40.00
000423	3889	01/10/23	07	Technology & Coleman Budget Tran		
				3-11-190-100-610-35-00-003 Tech-Instructional Supplies	5,706.32	
				3-12-000-252-730-35-00-000 Technology Equipment		5,706.32
				Total Reference No. 3889	5,706.32	5,706.32
				Total Batch No. 000423	6,384.72	6,384.72
000429	3896	01/12/23	07	AD Budget Transfer		
				3-11-000-240-610-20-30-250 AD Office Supplies/Materials		1,000.00
				3-11-402-100-590-20-30-072 AD Misc. Contracted Services	1,000.00	
				Total Reference No. 3896	1,000.00	1,000.00
				Total Batch No. 000429	1,000.00	1,000.00
000435	3880	01/02/23	07	HS & MS Budget Transfers		
				3-11-000-223-580-21-10-251 Ms Math Travel		100.00
				3-11-190-100-610-21-10-240 Ms Math Supplies	100.00	
				Total Reference No. 3880	100.00	100.00
000435	3883	01/11/23	07	HS & MS Budget Transfers		
				3-11-000-222-610-20-01-231 Hs Art Publications/Software	200.00	
				3-11-000-223-580-20-01-251 Hs Art Travel/Conference	1,000.00	
				3-11-000-262-420-20-01-722 Hs Art Contracted Svcs.	1,259.36	
				3-11-190-100-610-20-01-240 Hs Art Teacher Supplies		2,503.12
				3-11-401-100-610-20-31-006 Hs Art Co-Curr Expenses	43.76	
				Total Reference No. 3883	2,503.12	2,503.12
000435	3892	01/13/23	07	HS & MS Budget Transfers		
				3-11-000-223-580-20-49-251 Hs Resource Center Travel		1,000.00
				3-11-000-223-580-20-49-251 Hs Resource Center Travel		500.00

Glen Rock School District
Budget Journal By Reference

Batch No.	Ref No.	Date	Period	Description	Debit	Credit
<u>Account No/Description</u>						
000435	3892	01/13/23	07	HS & MS Budget Transfers		
	3-11-190-100-640-20-04-220			Hs English Textbooks	1,000.00	
	3-11-190-100-640-20-04-220			Hs English Textbooks	500.00	
				Total Reference No. 3892	1,500.00	1,500.00
000435	3895	01/13/23	07	HS & MS Budget Transfers		
	3-11-000-223-580-21-01-251			Ms Art Travel		300.00
	3-11-190-100-640-20-04-220			Hs English Textbooks	300.00	
				Total Reference No. 3895	300.00	300.00
				Total Batch No. 000435	4,403.12	4,403.12
000437	3898	01/18/23	07	MS Budget Transfer		
	3-11-190-100-610-21-06-240			Ms Home Ec Supplies		500.00
	3-11-190-100-610-21-06-730			Ms Home Ec Equipment	500.00	
				Total Reference No. 3898	500.00	500.00
				Total Batch No. 000437	500.00	500.00
000454	3900	01/23/23	07	B&G Budget Transfer		
	3-11-000-261-420-40-12-750			Coleman Admin Contracted Svcs.	5,000.00	
	3-11-000-261-420-40-20-750			HS/MS Admin Contracted Svcs.		5,000.00
				Total Reference No. 3900	5,000.00	5,000.00
				Total Batch No. 000454	5,000.00	5,000.00
000461	3907	01/25/23	07	Social Justice Grant Budget Setu		
	3-20-1000-220-20			Social Justice Grant	1,200.00	
	3-20-220-100-610-20-00-000			Social Justice Grant Supplies		600.00
	3-20-220-100-890-20-00-000			Social Justice Grant Misc. Exp.		600.00
				Total Reference No. 3907	1,200.00	1,200.00
				Total Batch No. 000461	1,200.00	1,200.00
000463	3897	01/17/23	07	HS, CST & Guidance Budget Transf		
	3-11-000-218-610-23-23-250			Guidance Office Supplies	4,000.00	
	3-11-150-100-320-23-19-000			Regular Ed. Home Inst. Prof. Service		4,000.00
				Total Reference No. 3897	4,000.00	4,000.00
000463	3901	01/23/23	07	HS, CST & Guidance Budget Transf		
	3-11-000-222-610-20-01-231			Hs Art Publications/Software		4,000.00
	3-11-000-222-610-20-01-231			Hs Art Publications/Software		1,000.00
	3-11-190-100-610-20-12-730			Hs Phys. Ed Equipment	4,000.00	
	3-11-401-100-610-20-31-014			Hs Math Co-Curr Expns.	1,000.00	
				Total Reference No. 3901	5,000.00	5,000.00
000463	3902	01/23/23	07	HS, CST & Guidance Budget Transf		
	3-65-430-100-300-34-53-129			Summer Contracted Svcs.		3,000.00
	3-65-430-200-610-34-53-159			Summer Misc. Expense	3,000.00	
				Total Reference No. 3902	3,000.00	3,000.00
000463	3903	01/24/23	07	HS, CST & Guidance Budget Transf		
	3-11-000-223-580-20-00-000			Hs Inservice Ood Wkshp		6,600.00
	3-11-000-223-580-20-00-000			Hs Inservice Ood Wkshp		2,000.00

Glen Rock School District
Budget Journal By Reference

Batch No.	Ref No.	Date	Period	Description	Debit	Credit
<u>Account No/Description</u>						
000463	3903	01/24/23	07	HS, CST & Guidance Budget Transf		
				3-11-190-100-320-20-39-259 HS Student Enrichment Programs	6,600.00	
				3-11-190-100-610-20-04-240 Hs English Supplies	2,000.00	
				Total Reference No. 3903	8,600.00	8,600.00
000463	3904	01/24/23	07	HS, CST & Guidance Budget Transf		
				3-11-000-219-890-30-16-000 Cst Misc Exp	540.00	
				3-11-000-219-890-30-16-253 Cst Memberships	500.00	
				3-11-000-223-580-30-16-251 CST Out of District Workshops		1,140.00
				3-11-000-262-420-30-16-722 Cst Equip Repair	100.00	
				Total Reference No. 3904	1,140.00	1,140.00
000463	3905	01/25/23	07	HS, CST & Guidance Budget Transf		
				3-11-000-222-610-10-09-230 Byrd Media Center Books		345.00
				3-11-000-222-610-10-09-231 Byrd Media Center Pubs	345.00	
				Total Reference No. 3905	345.00	345.00
000463	3906	01/25/23	07	HS, CST & Guidance Budget Transf		
				3-11-000-222-610-20-09-230 Hs Media Center Books	125.00	
				3-11-000-222-610-20-09-231 Hs Media Center Pubs/Software	2,987.00	
				3-11-000-222-610-20-09-232 Hs Media Center A/V	100.00	
				3-11-000-222-610-20-09-233 Hs Media Ctr Supplies	875.00	
				3-11-000-222-610-20-09-240 Hs Med Ctr Supp/Material	2,183.00	
				3-11-000-222-610-20-09-730 Hs Med Ctr Equip	3,250.00	
				3-11-000-270-512-20-31-525 Hs Co-Curr Transportati		5,000.00
				3-11-190-100-610-20-39-730 Schoolwide Equipment		4,520.00
				Total Reference No. 3906	9,520.00	9,520.00
				Total Batch No. 000463	31,605.00	31,605.00
000467	3908	01/26/23	07	B&G Budget Transfer		
				3-11-000-261-420-40-20-750 HS/MS Admin Contracted Svcs.		15,000.00
				3-11-000-263-420-40-32-720 SW Grounds Contracted Svcs.	15,000.00	
				Total Reference No. 3908	15,000.00	15,000.00
				Total Batch No. 000467	15,000.00	15,000.00
000468	3909	01/26/23	07	HS Budget Transfer		
				3-11-000-222-590-20-00-000 HS Media Center Misc Purch Services	156.00	
				3-11-000-222-610-20-02-231 Hs Business Publications/Software	1,750.00	
				3-11-000-222-610-20-04-230 Hs English Ref Books	139.00	
				3-11-000-222-610-20-05-232 Hs World Language A/V	300.00	
				3-11-000-222-610-20-07-231 Hs Pre-Engineering Publications/Soft	100.00	
				3-11-000-222-610-20-10-231 Hs Math Publications/Software	430.00	
				3-11-000-222-610-20-44-231 Hs Administrative Publications//Soft	134.00	
				3-11-190-100-610-20-39-730 Schoolwide Equipment		3,009.00
				Total Reference No. 3909	3,009.00	3,009.00
				Total Batch No. 000468	3,009.00	3,009.00
000473	3910	01/27/23	07	HS/MS Budget Transfers		
				3-11-000-223-580-20-04-251 HS English Travel	500.00	
				3-11-000-223-580-20-05-251 Hs Foreign Lang Travel	400.00	

Glen Rock School District
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Batch No.	Ref No.	Date	Period	Description	Debit	Credit
<u>Account No/Description</u>						
000473	3910	01/27/23	07	HS/MS Budget Transfers		
				3-11-000-223-580-20-07-251 HS Pre-Engineering Travel	200.00	
				3-11-000-223-580-20-09-251 Media Center Travel	550.00	
				3-11-000-223-580-20-11-251 Hs Music Trav/Conf	400.00	
				3-11-000-223-580-20-12-251 Hs Phys Ed Travel	386.00	
				3-11-000-223-580-20-14-251 Hs Science Travel	170.00	
				3-11-000-223-580-21-02-251 MS Special Ed. Travel		2,606.00
				Total Reference No. 3910	2,606.00	2,606.00
000473	3911	01/27/23	07	HS/MS Budget Transfers		
				3-11-000-223-580-20-45-004 SLE Conferences & Travel	350.00	
				3-11-000-223-580-20-49-251 Hs Resource Center Travel	1,000.00	
				3-11-000-223-580-21-02-251 MS Special Ed. Travel		1,350.00
				Total Reference No. 3911	1,350.00	1,350.00
000473	3912	01/27/23	07	HS/MS Budget Transfers		
				3-11-000-240-300-20-39-252 Schoolwide Scheduling	700.00	
				3-11-000-240-890-20-44-253 Hs Admin Memberships	925.00	
				3-11-000-262-420-20-07-722 Hs Pre-Engineering Cont. Svcs.	200.00	
				3-11-190-100-610-20-02-240 Hs Business Supplies	327.00	
				3-11-190-100-610-20-05-240 Hs Foreign Lang Supplies	300.00	
				3-11-190-100-610-20-12-730 Hs Phys. Ed Equipment	2,300.00	
				3-11-190-100-610-20-39-730 Schoolwide Equipment		4,752.00
				Total Reference No. 3912	4,752.00	4,752.00
000473	3913	01/30/23	07	HS/MS Budget Transfers		
				3-11-190-100-610-20-15-240 Hs Soc St. Supplies	400.00	
				3-11-190-100-610-20-39-730 Schoolwide Equipment		3,100.00
				3-11-190-100-610-20-45-003 SLE Supplies/Materials	400.00	
				3-11-190-100-640-20-10-220 Hs Math Textbooks	1,000.00	
				3-11-190-100-890-20-05-253 Hs For Lng Memberships	1,300.00	
				Total Reference No. 3913	3,100.00	3,100.00
				Total Batch No. 000473	11,808.00	11,808.00
000484	3928	01/31/23	07	SDA Funding Budget Setup		
				3-20-3257-492-01 22/23 SDA Emergent Funding	62,253.00	
				3-20-492-400-732-00-00-001 22/23 SDA Funded Emergent Projects		62,253.00
				Total Reference No. 3928	62,253.00	62,253.00
				Total Batch No. 000484	62,253.00	62,253.00
000490	3932	01/31/23	07	January Appropriation Adjustment		
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	3,676.00	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	6,781.00	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	11,340.00	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	37,167.84	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	2,157.35	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	34,800.00	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	3,962.13	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	1,418.76	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	13,830.00	

Glen Rock School District
Budget Journal By Reference

Batch No.	Ref No.	Date	Period	Description	Debit	Credit
<u>Account No/Description</u>						
000490	3932	01/31/23	07	January Appropriation Adjustment		
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	14,300.00	
				3-11-000-100-566-30-16-000 Tuition Priv. In-State	6,580.00	
				3-11-000-100-569-30-16-000 Tuition Sp. Ed. Other	582.98	
				3-11-000-213-100-11-44-213 Cent Nurse Salary	177.00	
				3-11-000-213-100-11-44-418 Central Nurse Substitutes		177.00
				3-11-000-217-320-32-00-001 Special Education OOD 1-1 Aide		582.98
				3-11-000-219-104-30-16-213 Cst Salary		13,441.00
				3-11-000-219-104-30-16-213 Cst Salary		19,636.00
				3-11-000-219-105-30-16-213 Cst Secretary Salary	19,636.00	
				3-11-000-230-100-05-42-213 Supt. Office Salary		.01
				3-11-000-230-334-05-40-000 Architectural/Engineering Services		34,800.00
				3-11-000-230-530-32-19-643 Sys Wide Telephone	.01	
				3-11-000-230-580-05-00-000 Supt Travel Expenses		2,157.35
				3-11-000-230-590-05-00-001 Nesbig (Excess Liab,Acc)		37,167.84
				3-11-000-230-890-05-00-002 District Level Dues & Other Expenses		11,340.00
				3-11-000-230-890-05-40-132 Board Meeting Miscellaneous Expenses		150.00
				3-11-000-230-890-05-40-134 Board Printing/Publishi	150.00	
				3-11-000-230-890-05-42-132 Superintendent Dues	574.00	
				3-11-000-230-890-32-00-000 DW Employee Wellness		574.00
				3-11-000-240-105-10-44-219 Byrd Sub Secretary Sala		309.19
				3-11-000-240-105-12-44-219 Cole Sub Sec Salary	309.19	
				3-11-000-240-610-05-00-000 Sys Wide Supp/Materials	62.80	
				3-11-000-240-610-11-44-250 Central Office Supplies		62.80
				3-11-000-252-100-35-19-213 Tech Department Salaries		636.99
				3-11-000-252-110-35-19-000 Board Meeting Video Salaries		231.00
				3-11-000-252-420-35-00-000 Technology-Contracted Services	231.00	
				3-11-000-252-610-35-00-001 Network Infrastructure Supplies/Mate	636.99	
				3-11-000-262-107-11-44-216 Central Lunch Aide Salaries		1,192.37
				3-11-000-262-107-12-44-216 Coleman Lunch Aide Salaries		3,962.13
				3-11-000-262-107-13-44-216 Hamilton Lunch Aide Salaries		1,418.76
				3-11-000-262-107-32-44-216 System Wide Lunch Aide Substitutes	1,192.37	
				3-11-000-266-110-20-00-001 HS Security Salaries		13,830.00
				3-11-000-270-514-32-19-000 Special Ed Transport.-Contracted Ser		14,300.00
				3-11-000-291-290-32-19-001 Contributory Ins. Prem.	97.80	
				3-11-000-291-290-32-19-003 Disability Insurance Board Paid		97.80
				3-11-130-100-101-21-04-213 Ms English Salary	13,441.00	
				3-11-140-100-101-20-15-213 Hs Social Studies Salary	106.00	
				3-11-140-100-101-20-39-218 High School Teacher Substitutes		106.00
				3-11-190-100-320-11-02-218 Central Daily Teacher Substitutes		5,638.92
				3-11-190-100-320-12-02-218 Coleman Daily Teacher Substitutes		4,770.97
				3-11-190-100-320-20-01-218 HS Teacher Substitute	5,638.92	
				3-11-190-100-320-20-01-218 HS Teacher Substitute	4,770.97	
				3-11-190-100-440-05-32-001 Elementary Staff Laptop Lease Paymen		6,951.40
				3-11-190-100-440-05-44-000 DW Copy Machine Overages	1,087.74	
				3-11-190-100-440-05-44-000 DW Copy Machine Overages	6,951.40	
				3-11-190-100-440-20-44-258 Hs Eq Rental (Copier)		1,087.74
				3-11-190-100-610-11-08-240 Cent Kdgn Supplies	44.17	
				3-11-190-100-610-11-11-240 Cent Music Supplies		44.17

Glen Rock School District
Budget Journal By Reference

<u>Batch No.</u>	<u>Ref No.</u>	<u>Date</u>	<u>Period</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<u>Account No/Description</u>						
000490	3932	01/31/23	07	January Appropriation Adjustment		
	3-11-402-100-100-20-30-063			Cross Country Stipend		3,676.00
	3-11-402-100-100-20-30-064			Football Stipend		6,781.00
	3-11-402-100-100-20-30-065			Soccer Stipend		6,580.00
				Total Reference No. 3932	191,703.42	191,703.42
				Total Batch No. 000490	191,703.42	191,703.42
000521	3942	01/31/23	07	January Appropriation Adjustment		
	3-11-000-100-569-30-16-000			Tuition Sp. Ed. Other	2,662.00	
	3-11-402-100-100-20-30-059			Volleyball Stipends		2,662.00
				Total Reference No. 3942	2,662.00	2,662.00
				Total Batch No. 000521	2,662.00	2,662.00
Grand Total					338,228.26	338,228.26

APPENDIX

H

Bank Name	Bank of America
Account Number	XXXXXXX5423
Account Name	Jr-Sr Athletic Account
Statement Date	1/31/2023

<u>Date</u>	<u>Check #</u>	<u>Amount</u>
10/8/2021	25825	125.00
11/8/2021	25930	85.00
12/6/2021	25945	135.00
12/6/2021	25947	95.00
12/6/2021	25953	73.00
1/27/2022	26043	125.00
		638.00

APPENDIX

I

Outstanding Checks

Bank Name
Account Number
Fund

Bank of America
5148
Custodian

<u>Date</u>	<u>Ck#</u>	<u>Amount</u>
10/31/2020	93046	\$ 5.62
10/31/2021	95084	\$ 270.00
10/31/2021	95109	495.00
2/28/2022	95856	38.25
4/30/2022	96292	163.70

Total \$ 972.57