

Mountain Lakes Board of Education

Check Register By Check Number

for Batches 63,64 and Posted Checks : Current Cycle : June

1

va_chkr3.040423
06/01/2023

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
98372 23-0778		11-000-230-339-AD-0120D- -	7916/BAKER TILLY VANTAGEN, LLC	63	110.38	Inv. 46148 Jun'23	06/30/2023	C
98373 23-1517		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	63	1,119.00	#202302115, #202302458	06/30/2023	C
23-1230		20-250-200-300-CS- - -	2500/EDUC SVCS COMM. MORRIS CNTY *	63	4,320.00	#202302467	06/30/2023	C
Total For Check Number 98373					\$5,439.00			
98374 23-0300		11-000-262-610-DW-0620C- -	2059/HOME DEPOT USA, INC	63	567.77	#6035 3225 3191 4384 Apr&Jun	06/30/2023	C
98375 23-1565		11-000-230-630-AD-0130J- -	9358/METRO PRINTING & PROMOTIONS, LLC	63	288.00	Inv. 15888	06/30/2023	C
98376 23-1415		11-000-262-621-BC-0640C- -	2592/N.J. NATURAL GAS CO.	63	1,507.55	6/12-7/13	06/30/2023	C
23-1415		11-000-262-621-HS-0630 - -	2592/N.J. NATURAL GAS CO.	63	1,990.65	6/14-7/13, 6/14-7/13	06/30/2023	C
23-1415		11-000-262-621-LR-0640C- -	2592/N.J. NATURAL GAS CO.	63	671.22	6/13-7/12	06/30/2023	C
23-1415		11-000-262-621-WW-0640C- -	2592/N.J. NATURAL GAS CO.	63	1,131.13	6/14-7/12	06/30/2023	C
Total For Check Number 98376					\$5,300.55			
98377 23-1506		11-000-100-566-CS-0870F- -	9354/PARADIGM THERAPEUTIC DAY SCHOOL	63	5,028.00	May'23	06/30/2023	C
23-1506		11-000-100-566-CS-0870F- -	9354/PARADIGM THERAPEUTIC DAY SCHOOL	63	6,704.00	Jun'23	06/30/2023	C
Total For Check Number 98377					\$11,732.00			
98378 Non A/P Chk		DB10-499- , CR10-101-	8789/PERTH AMBOY PUBLIC SCHOOLS	63	10.00	Lake Dr Itinerant Ovrpmt 22-23	06/30/2023	C
98379 23-1586		11-190-100-610-BC-0240A- -	1107/PHONAK, INC	63	1,715.09	Inv. 5139026183	06/30/2023	C
98380 23-0128		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	63	27.98	AC#0015576978 5/13-6/12	06/30/2023	C
23-0801		11-000-251-500-AD- - -	2881/READY REFRESH BY NESTLE	63	49.16	AC#0015629652 5/13-6/12/23	06/30/2023	C
23-0390		11-190-100-500-HS- - -	2881/READY REFRESH BY NESTLE	63	102.68	AC#0014813828 5/13-6/12/23	06/30/2023	C
Total For Check Number 98380					\$179.82			
98381 23-1461		11-000-213-330-CS-0431A- -	8992/RICHARD KLEINMANN MD, LLC	63	4,500.00	(3) EvalsKH,VL,SS	06/30/2023	C
98382 23-1411		11-000-218-610-HS-0250A-G -	3169/SCHOOL HEALTH CORPORATION	63	94.93	Inv. 4200147-00	06/30/2023	C
98383 23-1540		11-190-100-610-TD-0730E- -	8712/SHI INTERNATIONAL CORP	63	287.44	Inv. B17053044	06/30/2023	C
98384 23-0742		11-190-100-610-HS-0240A-F -	9253/SRS, INC.	63	106.90	May'23 Receipt	06/30/2023	C
98385 23-1610		11-402-100-610-HS-1020A-5A-	9362/TRI HEX ATHLETIC APPAREL, LLC	63	4,200.00	INV0018830, INV0018996	06/30/2023	C
98386 22-1388		11-190-100-610-TD-0730A- -	7754/UNITED BUSINESS SYSTEMS	63	195.95	490788,490873,492039,493893	06/30/2023	C
98387 22-1511		11-000-100-566-CS-0870F- -	6513/CALAIS SCHOOL	64	1,489.40	Inv. Rebill1314	06/30/2023	C
98388 23-1405		11-000-261-610-DW-0730B- -	2005/GRAINGER	64	1,680.92	Invs. 9639164301, 9638883745	06/30/2023	C

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POSTED CHECKS								
98389 23-0158		12-140-100-731-HS- - -	7657/NATIONAL EDUCATIONAL MUSIC CO.	64	2,611.45	Inv. 46485	06/30/2023	C
98390 Non A/P Chk		DB10-499- , CR10-101-	9163/NEW BRUNSWICK PUBLIC SCHOOLS	64	936.47	LD Reg OvrPmt	06/30/2023	C
98391 Non A/P Chk		DB10-499- , CR10-101-	9164/NEWTON BOARD OF EDUCATION	64	8,178.00	2nd LD Reg OvrPmt	06/30/2023	C
98392 23-1555		11-000-251-580-AD-0130K- -	2712/NJASBO	64	275.00	Inv. 200019467	06/30/2023	C
98393 23-1351		11-402-100-890-HS-1020A-21-	4919/NJSIAA	64	90.00	Inv. 0084368-IN	06/30/2023	C
23-1351		11-402-100-890-HS-1020A-21-	4919/NJSIAA	64	90.00	Inv. 0083530-IN	06/30/2023	C
23-1351		11-402-100-890-HS-1020A-21-	4919/NJSIAA	64	90.00	Inv. 0083761-IN	06/30/2023	C
23-1351		11-402-100-890-HS-1020A-21-	4919/NJSIAA	64	16.00	Inv. 0084449-IN	06/30/2023	C
23-1351		11-402-100-890-HS-1020A-21-	4919/NJSIAA	64	660.00	Inv. 0084139-IN	06/30/2023	C
23-1352		11-402-100-890-HS-1020A-21-	4919/NJSIAA	64	224.00	Inv. 0084862-IN	06/30/2023	C
Total For Check Number 98393					\$1,170.00			
98394 23-1539		11-000-270-512-DW-0520E- -	8993/O'DOWD TRANSPORTATION	64	2,385.00	Inv. 113	06/30/2023	C
98395 23-0427		20-043-100-610-WW- - -	9170/SCHOOL SPECIALTY, LLC	64	153.18	(3) invoices	06/30/2023	C
98396 23-1288		60-910-310-600-DW- - -	8712/SHI INTERNATIONAL CORP	64	4,030.95	(3) invoices, (3) credit memos	06/30/2023	C
98397 Non A/P Chk		DB20-499- , CR20-101-	9111/SOUND START BABIES PROGRAM	64	26,609.21	Jun'23 EDI & Tuition Pmts	06/30/2023	C
98398 23-0729		11-000-230-340-AD-0120E- -	8972/STAINLESS PRODUCTIONS LLC	64	555.00	#0717 Apr'23	06/30/2023	C
23-0729		11-000-230-340-AD-0120E- -	8972/STAINLESS PRODUCTIONS LLC	64	1,160.00	#0718 May'23	06/30/2023	C
23-0729		11-000-230-340-AD-0120E- -	8972/STAINLESS PRODUCTIONS LLC	64	555.00	#0719 Jun'23	06/30/2023	C
Total For Check Number 98398					\$2,270.00			
98399 23-1596		11-219-100-530-LI-0641 - -	3320/TEACHER	64	80.00	Jennifer Becht	06/30/2023	C
98400 23-1596		11-219-100-580-LI-0250 - -	3320/TEACHER	64	317.72	Jennifer Becht	06/30/2023	C
Total Posted Checks					\$86,915.13			

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Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10		\$9,124.47			\$9,124.47
	10	11	\$40,065.87				\$40,065.87
	10	12	\$2,611.45				\$2,611.45
	Fund 10	TOTAL	\$42,677.32	\$9,124.47			\$51,801.79
	20	20	\$4,473.18	\$26,609.21			\$31,082.39
	60	60	\$4,030.95				\$4,030.95
	GRAND	TOTAL	\$51,181.45	\$35,733.68	\$0.00	\$0.00	\$86,915.13

* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

Mountain Lakes Board of Education

Check Register By Check Number

for Batches 0,50 and Posted Checks : Current Cycle : July

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Ba- tch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
98401 24-0442		11-190-100-500-HS- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	0	150.00	Inv. 4850	07/28/2023	C
98402 24-0461		11-000-261-420-DW-0750 - -	4813/AC DAUGHTRY, INC	0	294.85	#3725748; 3728154	07/28/2023	C
98403 24-0308		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	0	425.00	Inv. 112675 Jul'23	07/28/2023	C
98404 24-0253		11-190-100-610-TD-0730E- -	6282/B&H PHOTO	0	2,515.41	Inv. 214395022	07/28/2023	C
98405 24-0560		13-423-200-500-SA- - -	9382/BITCON PHOTO VIDEO	0	800.00	Inv. 334	07/28/2023	C
98406 24-0305		11-402-100-500-HS- - -	1291/BOROUGH OF MOUNTAIN LAKES	0	414.38	Inv dated 6/16/23 Sept/Oct/Nov	07/28/2023	C
98407 24-0303		11-000-262-441-DW- - -	6140/BOROUGH OF MOUNTAIN LAKES	0	3,750.00	Jul'23	07/28/2023	C
98408 24-0304		11-000-262-420-DW-0620A- -	1293/BOROUGH MOUNTAIN LAKES	0	8,333.00	Jul'23	07/28/2023	C
98409 24-0291		11-190-100-500-HS- - -	9102/DAN BUCHANAN	0	370.00	Inv. 4294	07/28/2023	C
98410 24-0252		11-190-100-610-TD-0730A- -	6304/DELL MARKETING L.P.	0	1,444.05	Inv. 10680599960	07/28/2023	C
98411 24-0460		11-000-263-420-DW-0720A- -	9092/FRANCIS IRON & DIESEL LLC	0	2,148.88	Inv. 453	07/28/2023	C
98412 24-0345		11-000-252-500-CS- - -	9272/Frontline Technologies Group LLC	0	16,285.45	INVUS186675	07/28/2023	C
24-0242		11-190-100-500-TD-0720D- -	9272/Frontline Technologies Group LLC	0	6,000.00	INVUS186068	07/28/2023	C
24-0243		11-190-100-500-TD-0720D- -	9272/Frontline Technologies Group LLC	0	31,492.60	INVUS186674	07/28/2023	C
Total For Check Number 98412					\$53,778.05			
98413 24-0248		11-190-100-500-TD-0720D- -	9227/GENESIS EDUCATIONAL SERVICES, INC	0	26,312.00	Inv. 23-085	07/28/2023	C
98414 24-0247		11-190-100-500-TD-0720D- -	9279/LIMINEX, INC.	0	18,144.00	INV-103746	07/28/2023	C
24-0277		11-190-100-500-TD-0720D- -	9279/LIMINEX, INC.	0	5,580.00	INV-103747	07/28/2023	C
Total For Check Number 98414					\$23,724.00			
98415 24-0313		11-000-100-566-CS-0870F- -	8291/HARBOR HAVEN	0	41,040.00	1437, 38,40, 41, 45 & 48	07/28/2023	C
98416 24-0244		11-190-100-500-TD-0720D- -	8516/INSTRUCTURE, INC	0	11,986.00	INV567713	07/28/2023	C
24-0245		11-190-100-500-TD-0720D- -	8516/INSTRUCTURE, INC	0	3,500.00	INV567966	07/28/2023	C
Total For Check Number 98416					\$15,486.00			
98417 24-0409		11-000-240-610-HS-0250D-BA-	2203/JOSTEN'S	0	131.49	Inv. 31661103	07/28/2023	C
98418 24-0373		11-190-100-500-BC- - -	9128/NOTABLE, INC	0	99.00	Invoice-225823	07/28/2023	C
98419 24-0279		12-120-100-730-TD- - -	4880/KEYBOARD CONSULTANTS, INC.	0	14,553.00	Inv. 89575	07/28/2023	C
24-0279		12-140-100-730-TD- - -	4880/KEYBOARD CONSULTANTS, INC.	0	19,404.00	Inv. 89575	07/28/2023	C
24-0279		12-207-100-731-TD- - -	4880/KEYBOARD CONSULTANTS,	0	14,553.00	Inv. 89575	07/28/2023	C

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POSTED CHECKS								
98419			INC.					
		Total For Check Number 98419			\$48,510.00			
98420 24-0287		11-000-100-566-CS-0870F- -	8389/LIMITLESS	0	8,104.00	Inv. 7333	07/28/2023	C
98421 24-0302		11-000-240-610-HS-0250D-BA-	9365/LOLAS FLORAL DESIGN LLC	0	353.00	Inv. 0000001	07/28/2023	C
98422 24-0428		11-000-223-580-HS-0250B- -	9366/MANHATTAN COLLEGE	0	900.00	Inv. 202335-000568150	07/28/2023	C
98423 24-0575		11-000-230-890-AD-0130D- -	5728/MORRIS COUNTY ASSN	0	350.00	23-24 Membership	07/28/2023	C
			SCHOOL ADMIN					
98424 24-0388		11-190-100-500-BC- - -	9061/MEMBEAN INC.	0	1,000.00	INV-11225	07/28/2023	C
98425 24-0494		11-000-230-895-AD-0130A- -	2702/N.J. SCHOOL BOARDS	0	15,330.42	INV-18256-B1M1B6	07/28/2023	C
			ASSOCIATION					
98426 24-0374		11-190-100-500-BC- - -	8676/NEWSELA, INC	0	1,500.00	INV32919	07/28/2023	C
98427 24-0495		11-000-230-890-AD-0130D- -	2579/NJASA	0	2,938.00	Inv. dated 6/21/23	07/28/2023	C
98428 24-0338		11-000-223-890-BC-0130B- -	8606/NJSCA	0	40.00	23-24 Membership M. Fleming	07/28/2023	C
98429 24-0384		11-402-100-890-HS-1020A-21-	4919/NJSIAA	0	2,675.00	23-24 Dues NJSIAA & DAANJ	07/28/2023	C
98430 24-0497		11-000-230-890-AD-0130D- -	8996/NJ SUPERINTENDENTS' STUDY	0	750.00	23-24 Membership Dues	07/28/2023	C
			COUNCIL					
98431 24-0255		11-000-218-890-HS-0250D-BD-	7351/POWERSCHOOL GROUP LLC	0	4,651.04	INV356708	07/28/2023	C
98432 24-0370		11-000-240-500-BC- - -	8802/PTCFast.COM	0	100.00	Inv. Order #7JPTB3	07/28/2023	C
98433 24-0275		11-190-100-610-HS-0240A-B -	5723/QUILL CORPORATION	0	188.70	33143275, 33184559, 33153660	07/28/2023	C
98434 24-0430		11-190-100-610-BC-0730A- -	9170/SCHOOL SPECIALTY, LLC	0	1,992.34	#308104305241	07/28/2023	C
24-0332		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	198.29	#208132486498	07/28/2023	C
24-0336		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	135.73	#208132486496	07/28/2023	C
24-0337		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	219.75	#308104299771	07/28/2023	C
24-0349		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	190.98	#208132486506	07/28/2023	C
24-0350		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	132.94	#308104299772	07/28/2023	C
24-0352		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	297.60	#308104299774	07/28/2023	C
24-0353		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	131.40	#208132486491, #208132503889	07/28/2023	C
24-0356		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	66.14	#208132486494, #208132503890	07/28/2023	C
24-0363		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	91.08	#208132486503	07/28/2023	C
24-0364		11-207-100-610-LR-0240 - -	9170/SCHOOL SPECIALTY, LLC	0	672.17	#208132514571	07/28/2023	C
		Total For Check Number 98434			\$4,128.42			
98435 24-0274		11-190-100-500-TD-0720D- -	8712/SHI INTERNATIONAL CORP	0	1,039.64	Inv. B17084109	07/28/2023	C
24-0295		11-190-100-500-TD-0720D- -	8712/SHI INTERNATIONAL CORP	0	17,839.88	Inv. B17067024	07/28/2023	C
24-0280		11-190-100-610-TD-0730E- -	8712/SHI INTERNATIONAL CORP	0	5,605.60	Inv. B17066924	07/28/2023	C
		Total For Check Number 98435			\$24,485.12			
98436 24-0366		11-000-240-610-BC-0250A- -	8638/STAMP FULFILLMENT	0	1,196.15	Order Form for Briarcliff	07/28/2023	C
			SVCS-USPS					

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POSTED CHECKS								
98437 24-0273		11-000-252-340-TD- - -	3872/SYSTEMS 3000, INC.	0	11,152.00	Inv. S-26023121 7/1 - 12/31/23	07/28/2023	C
24-0273		11-000-252-340-TD- - -	3872/SYSTEMS 3000, INC.	0	445.00	Inv. 260-23584 Annual Backup	07/28/2023	C
24-0273		11-000-252-340-TD- - -	3872/SYSTEMS 3000, INC.	0	1,558.80	Inv. P236940933 Jul-Dec'23	07/28/2023	C
Total For Check Number 98437					\$13,155.80			
98438 24-0225		11-190-100-610-HS-0240A-S -	3320/TEACHER	0	102.98	Ken White	07/28/2023	C
98439 24-0424		11-207-100-610-LR-0240 - -	3320/TEACHER	0	199.36	Julie Lazeration	07/28/2023	C
98440 24-0328		11-000-230-610-AD-0130E- -	4577/TJ'S SPORTWIDE TROPHY & AWARDS	0	20.00	Inv. 693741	07/28/2023	C
Total Posted Checks					\$311,894.10			

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Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$262,584.10				\$262,584.10
	10	12	\$48,510.00				\$48,510.00
	10	13	\$800.00				\$800.00
	Fund 10	TOTAL	\$311,894.10				\$311,894.10
	GRAND	TOTAL	\$311,894.10	\$0.00	\$0.00	\$0.00	\$311,894.10

* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount Multi	Check Description or Remit To Check Name	Check Date	Check Type
POSTED CHECKS								
976482 Non A/P Chk		DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	65	6,586.84	FICA	07/15/2023	H
24-0004		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	65	28,104.51	EMP BENEFITS-SS/FICA/MED	07/31/2023	H
24-0003		11-000-291-249-DW- - -	3688/PAYROLL AGENCY ACCOUNT	65	68.61	EMP BENEFITS-DCRP 7/1-7/15	07/15/2023	H
Total For Check Number 976482					\$34,759.96			
* 992886 Non A/P Chk		DB10-141- , CR10-101-	3688/PAYROLL AGENCY ACCOUNT	65	7,093.65	FICA	07/31/2023	H
24-0004		11-000-291-220-DW-0810B- -	3688/PAYROLL AGENCY ACCOUNT	65	14,536.69	EMP BENEFITS-SS/FICA/MED	07/31/2023	H
24-0003		11-000-291-249-DW- - -	3688/PAYROLL AGENCY ACCOUNT	65	88.05	EMP BENEFITS-DCRP 7/16-7/31	07/31/2023	H
Total For Check Number 992886					\$21,718.39			
* 7132023 24-0385		11-402-100-890-HS-1020A-85-	9097/VANTAGESPORTZ, LLC	65	323.00	Ref Pay 7-13-23	07/13/2023	H
* 19431998 24-0300		11-000-291-270-DW-0820C- -	8877/NJSHBP	65	472,538.37	Health Insurance Premium Jul'23	07/14/2023	H
Total Posted Checks					\$529,339.72			

Mountain Lakes Board of Education
Check Register By Check Number
for Batch 65 and Posted Checks : Current Cycle : July

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Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10				\$13,680.49	\$13,680.49
	10	11			\$515,659.23		\$515,659.23
	Fund 10	TOTAL			\$515,659.23	\$13,680.49	\$529,339.72
	GRAND	TOTAL	\$0.00	\$0.00	\$515,659.23	\$13,680.49	\$529,339.72

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

Mountain Lakes Board of Education

Check Register By Check Number

for Batch 79 and Posted Checks : Current Cycle : July

1

va_chkr3.040423
07/01/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
1	23-2223		11-000-221-104-DW-0250E-2 -	2813/PAYROLL ACCOUNT	79	2,500.00	IMPROV INSTR-SAL OTH PRO	07/15/2023	H
2	23-2223		11-000-240-199-DW-0216F- -	2813/PAYROLL ACCOUNT	79	44,292.61	SCH ADMIN-UNUSED VAC	07/15/2023	H
3	23-2223		11-000-251-199-DW-0216F- -	2813/PAYROLL ACCOUNT	79	24,378.48	CENTRAL SERV-UNUSED VAC	07/15/2023	H
4	23-2223		11-000-261-110-DW-0610D- -	2813/PAYROLL ACCOUNT	79	291.67	REQ MAINT-SAL OTHER	07/15/2023	H
5	23-2223		11-000-262-100-DW-00000-S -	2813/PAYROLL ACCOUNT	79	620.00	CUSTODIAL-SAL	07/15/2023	H
6	23-2223		11-000-262-199-DW-0216F- -	2813/PAYROLL ACCOUNT	79	1,832.19	CUSTODIAL-UNUSED VAC	07/15/2023	H
7	23-2223		11-000-291-280-DW-0250B- -	2813/PAYROLL ACCOUNT	79	12,802.32	EMP BENEFITS-TUITION	07/15/2023	H
8	23-2223		11-000-291-299-DW-0215F- -	2813/PAYROLL ACCOUNT	79	33,710.00	EMP BENEFITS-RET SICK	07/15/2023	H
9	23-2223		11-190-100-106-HS-0216A- -	2813/PAYROLL ACCOUNT	79	405.00	REG PROG UND-SAL OTH INS	07/15/2023	H
10	23-2223		11-206-100-101-CS-1101A-64-	2813/PAYROLL ACCOUNT	79	855.00	VISUAL IMP-SAL	07/15/2023	H
11	23-2223		11-207-100-101-LR-0213E- -	2813/PAYROLL ACCOUNT	79	824.67	AUD IMP-SAL	07/15/2023	H
12	23-2223		11-401-100-100-HS-1010A-2 -	2813/PAYROLL ACCOUNT	79	3,315.00	EXTRA-CURR-SAL	07/15/2023	H
*	976481	24-2324	11-000-218-104-HS-0214B- -	2813/PAYROLL ACCOUNT	79	5,833.33	GUIDANCE-SAL	07/15/2023	H
		24-2324	11-000-218-105-HS-0215B- -	2813/PAYROLL ACCOUNT	79	3,067.50	GUIDANCE-SAL CLERICAL	07/15/2023	H
		24-2324	11-000-219-104-CS-0214C- -	2813/PAYROLL ACCOUNT	79	7,745.00	CST-SAL	07/15/2023	H
		24-2324	11-000-219-105-CS-0215C- -	2813/PAYROLL ACCOUNT	79	3,088.33	CST-SAL CLERICAL	07/15/2023	H
		24-2324	11-000-221-102-HS-0212 - -	2813/PAYROLL ACCOUNT	79	25,900.95	IMPROV INSTR-SAL SUPERV	07/15/2023	H
		24-2324	11-000-230-100-AD-0110C- -	2813/PAYROLL ACCOUNT	79	144.92	GEN ADMIN-SAL	07/15/2023	H
		24-2324	11-000-230-100-AD-0110D- -	2813/PAYROLL ACCOUNT	79	7,129.99	GEN ADMIN-SAL	07/15/2023	H
		24-2324	11-000-230-100-AD-0110E- -	2813/PAYROLL ACCOUNT	79	5,677.27	GEN ADMIN-SAL	07/15/2023	H
		24-2324	11-000-230-100-LR-0000 - -	2813/PAYROLL ACCOUNT	79	1,892.43	GEN ADMIN-SAL	07/15/2023	H
		24-2324	11-000-230-100-LR-0110 - -	2813/PAYROLL ACCOUNT	79	68.20	GEN ADMIN-SAL	07/15/2023	H
		24-2324	11-000-230-100-LR-0110D- -	2813/PAYROLL ACCOUNT	79	2,376.67	GEN ADMIN-SAL	07/15/2023	H
		24-2324	11-000-240-103-BC-0211 - -	2813/PAYROLL ACCOUNT	79	6,227.54	SCH ADMIN-SAL	07/15/2023	H
		24-2324	11-000-240-103-HS-0211 - -	2813/PAYROLL ACCOUNT	79	13,110.41	SCH ADMIN-SAL	07/15/2023	H
		24-2324	11-000-240-103-LR-0211 - -	2813/PAYROLL ACCOUNT	79	7,754.87	SCH ADMIN-SAL	07/15/2023	H
		24-2324	11-000-240-104-HS-0212 - -	2813/PAYROLL ACCOUNT	79	5,687.50	SCH ADMIN-SAL OTH PROF	07/15/2023	H
		24-2324	11-000-240-105-BC-0215A- -	2813/PAYROLL ACCOUNT	79	3,117.50	SCH ADMIN-SAL CLERICAL	07/15/2023	H
		24-2324	11-000-240-105-HS-0215A- -	2813/PAYROLL ACCOUNT	79	6,214.16	SCH ADMIN-SAL CLERICAL	07/15/2023	H
		24-2324	11-000-240-105-WW-0215A- -	2813/PAYROLL ACCOUNT	79	3,088.33	SCH ADMIN-SAL CLERICAL	07/15/2023	H
		24-2324	11-000-251-100-AD-0110A- -	2813/PAYROLL ACCOUNT	79	5,331.56	CENTRAL SERV-SAL	07/15/2023	H
		24-2324	11-000-251-100-AD-0110B- -	2813/PAYROLL ACCOUNT	79	6,900.05	CENTRAL SERV-SAL	07/15/2023	H
		24-2324	11-000-251-100-LR-0110A- -	2813/PAYROLL ACCOUNT	79	4,077.22	CENTRAL SERV-SAL	07/15/2023	H
		24-2324	11-000-252-100-DW- - -	2813/PAYROLL ACCOUNT	79	6,236.66	IT-SAL	07/15/2023	H
		24-2324	11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	11,016.88	REQ MAINT-SAL	07/15/2023	H
		24-2324	11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	44,609.54	CUSTODIAL-SAL	07/15/2023	H
		24-2324	11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	3,678.51	GROUNDS-SAL	07/15/2023	H

Mountain Lakes Board of Education

Check Register By Check Number

for Batch 79 and Posted Checks : Current Cycle : July

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07/01/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
976481	24-2324		11-190-100-106-TD-0216A- -	2813/PAYROLL ACCOUNT	79	9,470.79	REG PROG UND-SAL OTH INS	07/15/2023	H
	24-2324		11-402-100-100-HS-1010A-20-	2813/PAYROLL ACCOUNT	79	3,067.50	ATHLETICS-SAL	07/15/2023	H
	24-2324		13-422-100-101-LS- - -	2813/PAYROLL ACCOUNT	79	78,054.88	SS TEACHING SALARIES	07/15/2023	H
	24-2324		13-422-100-106-LS- - -	2813/PAYROLL ACCOUNT	79	17,106.94	SS AIDES SALARIES	07/15/2023	H
	24-2324		13-422-100-106-LS-OT/PT- -	2813/PAYROLL ACCOUNT	79	29,926.13	OCCUP/PHYSICAL THERAPY	07/15/2023	H
	24-2324		13-423-100-101-SA- - -	2813/PAYROLL ACCOUNT	79	8,100.00	ACADEMY TEACH SAL	07/15/2023	H
Total For Check Number 976481						\$335,701.56			
*	992883	24-2324	11-000-211-100-DW- - -	2813/PAYROLL ACCOUNT	79	1,616.50	ATTENDANCE-SAL	07/31/2023	H
	24-2324		11-000-218-104-HS-0214B- -	2813/PAYROLL ACCOUNT	79	6,833.33	GUIDANCE-SAL	07/31/2023	H
	24-2324		11-000-218-105-DW- - -	2813/PAYROLL ACCOUNT	79	1,986.66	GUIDANCE-SAL OTHER	07/31/2023	H
	24-2324		11-000-218-105-HS-0215B- -	2813/PAYROLL ACCOUNT	79	3,067.50	GUIDANCE-SAL CLERICAL	07/31/2023	H
	24-2324		11-000-219-104-CS-0001 - -	2813/PAYROLL ACCOUNT	79	5,228.92	CST-SAL NON PENS	07/31/2023	H
	24-2324		11-000-219-104-CS-0214C- -	2813/PAYROLL ACCOUNT	79	7,745.00	CST-SAL	07/31/2023	H
	24-2324		11-000-219-105-CS-0215C- -	2813/PAYROLL ACCOUNT	79	3,088.33	CST-SAL CLERICAL	07/31/2023	H
	24-2324		11-000-221-102-HS-0212 - -	2813/PAYROLL ACCOUNT	79	27,900.95	IMPROV INSTR-SAL SUPERV	07/31/2023	H
	24-2324		11-000-230-100-AD-0110C- -	2813/PAYROLL ACCOUNT	79	5.51	GEN ADMIN-SAL	07/31/2023	H
	24-2324		11-000-230-100-AD-0110D- -	2813/PAYROLL ACCOUNT	79	7,129.99	GEN ADMIN-SAL	07/31/2023	H
	24-2324		11-000-230-100-AD-0110E- -	2813/PAYROLL ACCOUNT	79	5,677.27	GEN ADMIN-SAL	07/31/2023	H
	24-2324		11-000-230-100-LR-0000 - -	2813/PAYROLL ACCOUNT	79	1,892.43	GEN ADMIN-SAL	07/31/2023	H
	24-2324		11-000-230-100-LR-0110 - -	2813/PAYROLL ACCOUNT	79	2.59	GEN ADMIN-SAL	07/31/2023	H
	24-2324		11-000-230-100-LR-0110D- -	2813/PAYROLL ACCOUNT	79	2,376.67	GEN ADMIN-SAL	07/31/2023	H
	24-2324		11-000-240-103-BC-0211 - -	2813/PAYROLL ACCOUNT	79	7,227.54	SCH ADMIN-SAL	07/31/2023	H
	24-2324		11-000-240-103-HS-0211 - -	2813/PAYROLL ACCOUNT	79	15,110.41	SCH ADMIN-SAL	07/31/2023	H
	24-2324		11-000-240-103-LR-0211 - -	2813/PAYROLL ACCOUNT	79	8,754.87	SCH ADMIN-SAL	07/31/2023	H
	24-2324		11-000-240-103-WW-0211 - -	2813/PAYROLL ACCOUNT	79	7,625.00	SCH ADMIN-SAL	07/31/2023	H
	24-2324		11-000-240-104-HS-0212 - -	2813/PAYROLL ACCOUNT	79	6,687.50	SCH ADMIN-SAL OTH PROF	07/31/2023	H
	24-2324		11-000-240-105-BC-0215A- -	2813/PAYROLL ACCOUNT	79	3,117.50	SCH ADMIN-SAL CLERICAL	07/31/2023	H
	24-2324		11-000-240-105-DW-0001 - -	2813/PAYROLL ACCOUNT	79	1,717.50	SCH ADMIN-SAL CLERL NP	07/31/2023	H
	24-2324		11-000-240-105-HS-0215A- -	2813/PAYROLL ACCOUNT	79	6,214.16	SCH ADMIN-SAL CLERICAL	07/31/2023	H
	24-2324		11-000-240-105-WW-0215A- -	2813/PAYROLL ACCOUNT	79	3,088.33	SCH ADMIN-SAL CLERICAL	07/31/2023	H
	24-2324		11-000-251-100-AD-0110A- -	2813/PAYROLL ACCOUNT	79	5,331.56	CENTRAL SERV-SAL	07/31/2023	H
	24-2324		11-000-251-100-AD-0110B- -	2813/PAYROLL ACCOUNT	79	8,516.55	CENTRAL SERV-SAL	07/31/2023	H
	24-2324		11-000-251-100-LR-0110A- -	2813/PAYROLL ACCOUNT	79	4,077.22	CENTRAL SERV-SAL	07/31/2023	H
	24-2324		11-000-252-100-DW- - -	2813/PAYROLL ACCOUNT	79	6,236.66	IT-SAL	07/31/2023	H
	24-2324		11-000-261-100-DW-0710A- -	2813/PAYROLL ACCOUNT	79	11,016.88	REQ MAINT-SAL	07/31/2023	H
	24-2324		11-000-262-100-DW- - -	2813/PAYROLL ACCOUNT	79	44,609.54	CUSTODIAL-SAL	07/31/2023	H
	24-2324		11-000-262-100-DW-00000-O -	2813/PAYROLL ACCOUNT	79	3,565.00	CUSTODIAL-SAL OTHER	07/31/2023	H

Mountain Lakes Board of Education

Check Register By Check Number

for Batch 79 and Posted Checks : Current Cycle : July

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va_chkr3.040423
07/01/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To	Check Name	Check Date	Check Type
POSTED CHECKS										
992883	24-2324		11-000-262-100-DW-00000-S -	2813/PAYROLL ACCOUNT	79	860.00	CUSTODIAL-SAL SUBS		07/31/2023	H
	24-2324		11-000-263-100-DW- - -	2813/PAYROLL ACCOUNT	79	3,678.51	GROUNDS-SAL		07/31/2023	H
	24-2324		11-000-291-299-DW-0215F- -	2813/PAYROLL ACCOUNT	79	17,265.00	EMP BENEFITS-RET SICK		07/31/2023	H
	24-2324		11-150-100-101-CS-1101A-65-	2813/PAYROLL ACCOUNT	79	300.00	HOME INSTR-SAL		07/31/2023	H
	24-2324		11-190-100-106-HS-0216A- -	2813/PAYROLL ACCOUNT	79	765.00	REG PROG UND-SAL OTH INS		07/31/2023	H
	24-2324		11-190-100-106-TD-0216A- -	2813/PAYROLL ACCOUNT	79	9,911.42	REG PROG UND-SAL OTH INS		07/31/2023	H
	24-2324		11-401-100-100-DW-1010A- -	2813/PAYROLL ACCOUNT	79	4,249.99	EXTRA-CURR-SAL		07/31/2023	H
	24-2324		11-401-100-100-HS-1010A-2 -	2813/PAYROLL ACCOUNT	79	2,244.00	EXTRA-CURR-SAL		07/31/2023	H
	24-2324		11-402-100-100-HS-1010A-20-	2813/PAYROLL ACCOUNT	79	3,067.50	ATHLETICS-SAL		07/31/2023	H
	24-2324		13-422-100-106-LS- - -	2813/PAYROLL ACCOUNT	79	1,670.40	SS AIDES SALARIES		07/31/2023	H
	24-2324		13-423-100-101-SA- - -	2813/PAYROLL ACCOUNT	79	27,923.00	ACADEMY TEACH SAL		07/31/2023	H
Total For Check Number 992883						\$289,382.69				
Total Posted Checks						\$750,911.19				

va_chkr3.040423
07/01/2023

Mountain Lakes Board of Education
Check Register By Check Number
for Batch 79 and Posted Checks : Current Cycle : July

1

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11			\$588,129.84		\$588,129.84
	10	13			\$162,781.35		\$162,781.35
	Fund 10	TOTAL			\$750,911.19		\$750,911.19
	GRAND	TOTAL	\$0.00	\$0.00	\$750,911.19	\$0.00	\$750,911.19

* Total Prior Cycle Checks Voided in selected cycle(s): \$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

Mountain Lakes Board of Education

Monthly Transfer Report

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a_s1701
6/01/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX	11,400,319.00	85,077.90	11,485,396.90	1,148,539.69	(462,513.77)	-4.03	686,025.92	19,558.31
	12-1XX-100-XXX								
	13-1XX-100-XXX								
	15-1XX-100-XXX								
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX	6,368,829.00	60,703.94	6,429,532.94	642,953.29	446,448.19	6.94	1,089,401.48	13,412.31
	1X-000-216-XXX								
	1X-000-217-XXX								
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX	1,155,171.00	21,809.57	1,176,980.57	117,698.06	(83,613.00)	-7.10	34,085.06	3,596.99
	11-4XX-200-XXX								
	12-4XX-100-XXX								
	15-4XX-100-XXX								
	15-4XX-200-XXX								
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		18,924,319.00	167,591.41	19,091,910.41					36,567.61
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	1,035,693.00	65,599.43	1,101,292.43	110,129.24	(191,799.00)	-17.42	0.00	80,735.44
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX	3,063,279.00	24,631.81	3,087,910.81	308,791.08	(25,518.21)	-0.83	283,272.87	1,844.87
	1X-000-213-XXX								
	1X-000-218-XXX								
	1X-000-219-XXX								
	1X-000-222-XXX								
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX	814,079.00	1,949.00	816,028.00	81,602.80	(148,824.47)	-18.24	0.00	6.01
	1X-000-223-XXX								
General Administration	1X-000-230-XXX	708,786.00	5,326.63	714,112.63	71,411.26	95,802.13	13.42	167,213.39	620.18
School Administration	1X-000-240-XXX	1,421,637.00	1,363.53	1,423,000.53	142,300.05	159,158.79	11.18	301,458.84	509.24
Central Services & Administrative Information Technology	1X-000-25X-XXX	622,267.00	9,647.91	631,914.91	63,191.49	29,810.59	4.72	93,002.08	9.26
Operation and Maintenance of Plant Services	1X-000-26X-XXX	2,593,606.00	234,236.79	2,827,842.79	282,784.28	600,678.00	21.24	883,462.28	106,163.26
Student Transportation Services	1X-000-270-XXX	584,734.00	6,426.67	591,160.67	59,116.07	316,217.00	53.49	375,333.07	3.19
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	6,197,663.00	1,937.98	6,199,600.98	619,960.10	(532,807.00)	-8.59	87,153.10	4.92

Mountain Lakes Board of Education

Monthly Transfer Report

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va_s1701
06/01/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Food Services	11-000-310-XXX	40,000.00	2,428.70	42,428.70	4,242.87	(8,890.00)	-20.95	0.00	0.39
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNDISTRIBUTED EXPENSE		17,081,744.00	353,548.45	17,435,292.45					189,896.76
TOTAL GENERAL CURRENT EXPENSE		36,006,063.00	521,139.86	36,527,202.86					226,464.37
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	41,900.00	72,443.10	114,343.10	11,434.31	41,207.75	36.04	52,642.06	1.16
Facilities Acquisition and Construction Services	12-000-4XX-XXX	458,298.00	0.00	458,298.00	0.00	126,342.00	27.57	126,342.00	0.36
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		500,198.00	72,443.10	572,641.10					1.52
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	494,000.00	354.60	494,354.60	49,435.46	(31,699.00)	-6.41	17,736.46	1,034.40
Transfer of Funds to Charter Schools	10-000-100-56X	16,173.00	0.00	16,173.00	1,617.30	0.00	0.00	1,617.30	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		37,016,434.00	593,937.56	37,610,371.56					227,500.29



School Business Administrator Signature

8/16/23
Date

MOUNTAIN LAKES
SCHOOL DISTRICT
Treasurer's Report
ALL FUNDS
Month Ending
JUNE 30, 2023
REVISED

FUNDS	OPENING CASH BALANCE 6/1/23	ADJUSTMENTS	CURRENT MONTH RECEIPTS	CURRENT MONTH DISBURSEMENTS	ENDING CASH BALANCE 6/30/23
<u>GOVERNMENTAL FUNDS</u>					
10 GENERAL FUND	\$4,981,246.71	\$0.00	\$5,142,240.88	\$4,874,710.73	\$5,248,776.86
20 SPECIAL REVENUE FUND	\$66,599.56	\$0.00	\$129,889.51	\$362,760.28	(\$166,271.21)
30 CAPITAL PROJECTS FUND	\$573,745.38	\$0.00	\$3,829.68	\$0.00	\$577,575.06
40 DEBT SERVICE FUND	(\$4,362.63)	\$0.00	\$144,315.00	\$0.00	\$139,952.37
	\$5,617,229.02	\$0.00	\$5,420,275.07	\$5,237,471.01	\$5,800,033.08
60 CAFETERIA ACCOUNT	\$149,254.22	\$0.00	\$70,233.69	\$67,830.16	\$151,657.75
TOTAL GOVERNMENTAL FUNDS:	\$5,766,483.24	\$0.00	\$5,490,508.76	\$5,305,301.17	\$5,951,690.83
<u>TRUST & AGENCY FUNDS</u>					
UNEMPLOYMENT	\$438,636.40	\$0.00	\$13,315.18	\$0.00	\$451,951.58
NET PAYROLL	\$0.00	\$0.00	\$2,221,788.33	\$2,221,788.33	\$0.00
PAYROLL AGENCY	\$236,109.66	\$0.00	\$1,471,014.25	\$1,613,689.81	\$93,434.10
TOTAL TRUST & AGENCY FUNDS:	\$674,746.06	\$0.00	\$3,706,117.76	\$3,835,478.14	\$545,385.68
TOTAL ALL FUNDS:	\$6,441,229.30	\$0.00	\$9,196,626.52	\$9,140,779.31	\$6,497,076.51

PREPARED AND SUBMITTED BY:


TREASURER OF SCHOOL MONIES
LISA PALMIERI

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JUNE 30, 2023

Balance per Books - June 1, 2023		5,617,229.02
Add: Receipts		<u>5,420,275.07</u>
		11,037,504.09
Less: Disbursements		<u>5,237,471.01</u>
Balance per Books - June 30, 2023		<u><u>5,800,033.08</u></u>
Balance per Bank		
Lakeland Bank #XXXXX4445 (General Money Market)		1,187,030.69
Lakeland Bank #624611616 (General)		<u>5,760,221.76</u>
		6,947,252.45
Add: Reconciling Items - Deposits in Transit:		
Check #89551 cashed difference	0.31	
December Adjustment	141.91	
Over Void check	7.24	
January Adjustment	4.27	
August Adjustment	167.00	
Interest Adjustment	681.26	
October Adjustment	(2.91)	
Degenaars Reimbursement	3,300.00	
Audit Adjustment	7,096.00	
Charge Back item 12/9/21	199.50	
Due from Cafeteria Account 6/30/23 #98396	<u>4,030.95</u>	
		<u>15,625.53</u>
		6,962,877.98
Less: Reconciling Items		
November Adjustment	(348.14)	
Fund 20 Adjustment	(4,618.56)	
Fund 20 Adjustment	(745.00)	
March Adjustment	0.45	
Interest Adjustment	41,556.03	
Miscellaneous Adjustment	2.20	
January Adjustment	173.60	
Tuition Adjustment	1,377.00	
Outstanding Checks	<u>1,125,447.32</u>	
		<u>1,162,844.90</u>
		<u><u>5,800,033.08</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JUNE 30, 2023

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
11/30/22	97178	36.38	5/31/23	98185	200.00	6/29/23	98247	1,141.82
11/30/22	97181	36.38	5/31/23	98186	180.48	6/29/23	98248	500.00
11/30/22	97182	29.75	5/31/23	98187	135.83	6/29/23	98249	650.00
11/30/22	97183	25.38	5/31/23	98188	200.00	6/29/23	98250	28.35
11/30/22	97186	29.75	5/31/23	98189	1,987.16	6/29/23	98251	273.00
11/30/22	97187	36.38	5/31/23	98193	456.20	6/29/23	98252	531.00
11/30/22	97190	78.38	6/13/23	98201	202.36	6/29/23	98253	1,750.99
11/30/22	97206	25.38	6/13/23	98202	1,260.00	6/29/23	98254	526.38
11/30/22	97208	67.38	6/13/23	98206	923.88	6/29/23	98255	17,564.16
11/30/22	97209	25.38	6/13/23	98207	326.09	6/29/23	98256	5,659.99
11/30/22	97224	2,624.00	6/29/23	98214	115.40	6/29/23	98257	5,100.00
12/21/22	97281	85.00	6/29/23	98215	525.00	6/29/23	98258	1,478.00
12/21/22	97329	36.25	6/29/23	98216	1,889.63	6/29/23	98259	2,110.00
2/27/23	97704	511.00	6/29/23	98217	94.90	6/29/23	98260	1,783.97
3/30/23	97864	145.70	6/29/23	98218	284.38	6/29/23	98261	2,100.00
3/30/23	97868	140.00	6/29/23	98219	1,181.25	6/29/23	98262	526.41
4/18/23	97913	500.00	6/29/23	98220	224.00	6/29/23	98263	172.00
4/18/23	97933	228,434.71	6/29/23	98221	2,450.00	6/29/23	98264	63,799.21
4/27/23	97981	350.00	6/29/23	98222	422.36	6/29/23	98265	5,250.00
4/27/23	97999	57,433.53	6/29/23	98223	5,855.06	6/29/23	98266	700.00
4/27/23	98033	500.00	6/29/23	98224	7.10	6/29/23	98267	850.00
5/18/23	98065	155.95	6/29/23	98225	3,333.30	6/29/23	98268	7,348.51
5/18/23	98066	155.95	6/29/23	98226	170.00	6/29/23	98269	4,581.01
5/18/23	98077	200.00	6/29/23	98227	105.00	6/29/23	98270	13,622.00
5/18/23	98088	250.00	6/29/23	98228	12.99	6/29/23	98271	150.55
5/24/23	98105	264.39	6/29/23	98229	480.00	6/29/23	98272	54.58
5/24/23	98111	3,800.00	6/29/23	98230	80.00	6/29/23	98273	34,445.44
5/24/23	98112	12,620.00	6/29/23	98231	185.00	6/29/23	98274	165.00
5/24/23	98113	1,315.64	6/29/23	98232	5,904.40	6/29/23	98275	52,150.74
5/24/23	98116	940.32	6/29/23	98233	10,814.11	6/29/23	98276	120.00
5/24/23	98118	75.00	6/29/23	98234	46,463.38	6/29/23	98277	200.00
5/24/23	98119	156.00	6/29/23	98235	1,841.91	6/29/23	98278	296.10
5/24/23	98122	1,490.00	6/29/23	98236	21,035.00	6/29/23	98279	187.92
5/24/23	98123	78,346.79	6/29/23	98237	525.00	6/29/23	98280	23.68
5/31/23	98139	699.00	6/29/23	98238	3,440.00	6/29/23	98281	39.94
5/31/23	98140	9,344.50	6/29/23	98239	1,590.00	6/29/23	98282	32.00
5/31/23	98146	500.00	6/29/23	98240	4,836.00	6/29/23	98283	105.00
5/31/23	98148	67.38	6/29/23	98241	140.00	6/29/23	98284	1,179.70
5/31/23	98150	29.75	6/29/23	98242	100.00	6/29/23	98285	80.00
5/31/23	98163	675.00	6/29/23	98243	416.00	6/29/23	98286	685.26
5/31/23	98168	90,166.00	6/29/23	98244	12,800.00	6/29/23	98287	80.00
5/31/23	98169	216.00	6/29/23	98245	159.96	6/29/23	98288	501.50
5/31/23	98176	335.88	6/29/23	98246	2,481.00	6/29/23	98289	291.03
		<u>492,954.28</u>			<u>135,834.13</u>			<u>228,835.24</u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JUNE 30, 2023

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
6/29/23	98290	16.92	6/30/23	98333	511.00	6/30/23	98376	5,300.55
6/29/23	98291	136.75	6/30/23	98334	511.00	6/30/23	98377	11,732.00
6/29/23	98292	574.25	6/30/23	98335	511.00	6/30/23	98378	10.00
6/29/23	98293	133.48	6/30/23	98336	511.00	6/30/23	98379	1,715.09
6/29/23	98294	259.22	6/30/23	98337	1,022.00	6/30/23	98380	179.82
6/29/23	98295	283.23	6/30/23	98338	511.00	6/30/23	98381	4,500.00
6/29/23	98296	443.36	6/30/23	98339	511.00	6/30/23	98382	94.93
6/29/23	98297	40.00	6/30/23	98340	511.00	6/30/23	98383	287.44
6/29/23	98298	79.43	6/30/23	98341	1,022.00	6/30/23	98384	106.90
6/29/23	98299	40.00	6/30/23	98342	511.00	6/30/23	98385	4,200.00
6/29/23	98300	124.23	6/30/23	98343	511.00	6/30/23	98386	195.95
6/29/23	98301	120.00	6/30/23	98344	511.00	6/30/23	98387	1,489.40
6/29/23	98302	801.35	6/30/23	98345	511.00	6/30/23	98388	1,680.92
6/29/23	98303	40.00	6/30/23	98346	511.00	6/30/23	98389	2,611.45
6/29/23	98304	463.42	6/30/23	98347	511.00	6/30/23	98390	936.47
6/29/23	98305	320.00	6/30/23	98348	511.00	6/30/23	98391	8,178.00
6/29/23	98306	260.38	6/30/23	98349	511.00	6/30/23	98392	275.00
6/29/23	98307	111.39	6/30/23	98350	1,461.54	6/30/23	98393	1,170.00
6/29/23	98308	20.00	6/30/23	98351	850.00	6/30/23	98394	2,385.00
6/29/23	98309	18,377.34	6/30/23	98352	449.00	6/30/23	98395	153.18
6/29/23	98310	16,173.00	6/30/23	98353	1,461.54	6/30/23	98396	4,030.95
6/29/23	98311	518.92	6/30/23	98354	323.00	6/30/23	98397	26,609.21
6/29/23	98312	35.01	6/30/23	98355	960.00	6/30/23	98398	2,270.00
6/29/23	98313	87.95	6/30/23	98356	2,908.00	6/30/23	98399	80.00
6/29/23	98314	196.00	6/30/23	98357	4,384.62	6/30/23	98400	317.72
6/30/23	98315	195.00	6/30/23	98358	465.00			
6/30/23	98316	910.97	6/30/23	98359	1,580.00			
6/30/23	98317	223.41	6/30/23	98360	1,461.54			
6/30/23	98318	9.87	6/30/23	98361	2,923.08			
6/30/23	98319	20,730.40	6/30/23	98362	5,250.00			
6/30/23	98320	18,431.28	6/30/23	98363	5,250.00			
6/30/23	98321	1,000.00	6/30/23	98364	4,384.62			
6/30/23	98322	4,967.00	6/30/23	98365	2,923.08			
6/30/23	98323	6,624.68	6/30/23	98366	3,405.54			
6/30/23	98324	630.00	6/30/23	98367	5,250.00			
6/30/23	98325	6,395.21	6/30/23	98368	2,923.08			
6/30/23	98326	876.56	6/30/23	98369	160.00			
6/30/23	98327	2,364.72	6/30/23	98370	274.39			
6/30/23	98328	2,114.14	6/30/23	98371	14,467.64			
6/30/23	98329	1,022.00	6/30/23	98372	110.38			
6/30/23	98330	511.00	6/30/23	98373	5,439.00			
6/30/23	98331	511.00	6/30/23	98374	567.77			
6/30/23	98332	511.00	6/30/23	98375	288.00			
		<u>107,683.87</u>			<u>79,629.82</u>			<u>80,509.98</u>

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JUNE 30, 2023

RECAP:

492,954.28
135,834.13
228,835.24
107,683.87
79,629.82
80,509.98

TOTAL 1,125,447.32 Total outstanding checks as of June 30, 2023

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - CAFETERIA ACCOUNT
AS OF JUNE 30, 2023

Balance per Books - June 1, 2023	149,254.22
Add: Receipts	<u>70,233.69</u>
	219,487.91
Less: Disbursements	<u>67,830.16</u>
Balance per Books - June 30, 2023	<u><u>151,657.75</u></u>
Balance per Bank	
Lakeland Bank #624611829 (Cafeteria)	137,752.54
Add: Deposit in Transit	<u>17,936.16</u>
	155,688.70
Less: Transfer in Transit Due to General Fund 6/30/23 #98396	<u>4,030.95</u>
	<u><u>151,657.75</u></u>

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - UNEMPLOYMENT ACCOUNT
AS OF JUNE 30, 2023

Balance per Books - June 1, 2023	438,636.40
Add: Receipts	<u>13,315.18</u>
	451,951.58
Less: Disbursements	<u>0.00</u>
Balance per Books - June 30, 2023	<u><u>451,951.58</u></u>
Balance per Bank	
Lakeland Bank #XXXXX1802 (Unemployment)	<u><u>451,951.58</u></u>

3

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF JUNE 30, 2023

Balance per Books - June 1, 2023		0.00
Add: Receipts		<u>2,221,788.33</u>
		2,221,788.33
Less: Disbursements		<u>2,221,788.33</u>
Balance per Books - June 30, 2023		<u><u>0.00</u></u>
Balance per Bank		
Lakeland Bank #624611691 (Net Payroll)		20,606.40
Less: Interest due to General Fund		
January	405.89	
February	420.61	
March	525.63	
April	325.30	
May	877.74	
June	<u>733.99</u>	
		<u>3,289.16</u>
		17,317.24
Less: Outstanding Checks		<u>17,317.24</u>
		<u><u>0.00</u></u>

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF JUNE 30, 2023

<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>	<u>Date</u> <u>Issued</u>	<u>Check</u> <u>#</u>	<u>Amount</u>
3/31/20	150691	74.46						
5/31/21	150863	166.47						
12/31/21	150981	694.72						
6/28/23	151214	794.71						
6/28/23	151215	2,131.22						
6/28/23	151216	368.37						
6/28/23	151217	208.12						
6/28/23	151218	370.28						
6/28/23	151219	916.24						
6/28/23	151220	1,218.24						
6/28/23	151221	658.31						
6/28/23	151222	341.57						
6/28/23	151223	829.72						
6/28/23	151224	210.15						
6/28/23	151225	227.05						
6/28/23	151226	571.60						
6/28/23	151227	285.48						
6/28/23	151228	853.38						
6/28/23	151229	525.17						
6/28/23	151230	676.54						
6/28/23	151231	1,121.72						
6/28/23	151232	1,097.33						
6/28/23	151233	729.37						
6/28/23	151234	272.86						
6/28/23	151235	308.62						
6/28/23	151236	1,032.31						
6/28/23	151237	633.23						

17,317.24	0.00	0.00
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RECAP:

	17,317.24
	0.00
	0.00

17,317.24	Total Outstanding Checks as of June 30, 2023
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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF JUNE 30, 2023

Balance per Books - June 1, 2023				236,109.66
Add: Receipts				<u>1,471,014.25</u>
				1,707,123.91
Less: Disbursements				<u>1,613,689.81</u>
Balance per Books - June 30, 2023				<u><u>93,434.10</u></u>
Balance per Bank				
Lakeland Bank #624611640 (Payroll Agency)				108,751.30
Less: Outstanding Checks				
6/30/23	EFT - AFLAC	451.64		
6/30/23	371	230.33		
6/30/23	372	4,730.52		
6/30/23	EFT - SUI	<u>9,904.71</u>		
				<u>15,317.20</u>
				<u><u>93,434.10</u></u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2023

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$3,905,595.00	
102-107	Cash and cash equivalents		(\$672.35)	
116	Capital reserve Account		\$1,343,256.86	
	Accounts receivable:			
132	Interfund	\$140,041.17		
141	Intergovernmental - State	\$288,222.65		
153,154	Other (net of est uncollectible of \$_____)	\$1,651,149.95	\$2,079,413.77	
	Other Current Assets		\$0.00	

--- R E S O U R C E S ---

301	Estimated Revenues	\$36,060,534.00		
302	Less Revenues	(\$39,661,415.26)		
			(\$3,600,881.26)	

Total assets and resources

\$3,726,712.02

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2023

=====

LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

Other current liabilities including Net Assets	\$255,651.52
--	--------------

TOTAL LIABILITIES

\$255,651.52

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year	\$436,143.66
754	Reserve for Encumbrance - Prior Year	\$34,807.76
	Reserved fund balance:	
761	Capital reserve account -	\$1,458,256.86
604	Add: Increase in capital reserve	\$100.00
307	Less: Budg w/d from Capital Rsrv Elghl. Cost	(\$525,000.00)
		\$933,356.86
765	Reserve for Tuition Payments	\$200,000.00
311	Less: Withdrawal from Tuition Reserve	(\$100,000.00)
		\$100,000.00
764	Reserve for Maintenance	\$420,000.00
		\$420,000.00
760	Reserved Fund Balance	\$96,716.14
601	Appropriations	\$37,940,371.56
602	Less : Expenditures	\$37,241,919.85
603	Encumbrances	\$470,951.42 (\$37,712,871.27)
		\$227,500.29

Total Appropriated

\$2,248,524.71

--- Unappropriated ---

770	Unreserved Fund Balance -	\$1,883,535.79
303	Budgeted Fund Balance	(\$661,000.00)

TOTAL FUND BALANCE

\$3,471,060.50

TOTAL LIABILITIES AND FUND EQUITY

\$3,726,712.02

=====

Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2023

4

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$37,940,371.56	\$37,712,871.27	\$227,500.29
Revenues	(\$36,060,534.00)	(\$39,661,415.26)	\$3,600,881.26
	<u>\$1,879,837.56</u>	<u>(\$1,948,543.99)</u>	<u>\$3,828,381.55</u>
Change in Capital Reserve accounts:			
604 Plus - Increase in reserve	\$100.00		
307 Less: Eligible Withdrawal	(\$525,000.00)		
Change in Tuition Reserve accounts:			
311 Less: w/d from Tuition reserve	(\$100,000.00)		
Subtotal Reserve Adjustments	<u>(\$624,900.00)</u>	<u>(\$624,900.00)</u>	
Less: Adjust for prior year encumb.	(\$593,937.56)	(\$593,937.56)	
Budgeted Fund Balance	<u>\$661,000.00</u>	<u>(\$3,167,381.55)</u>	<u>\$3,828,381.55</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$661,000.00	(\$3,167,381.55)	\$3,828,381.55
TOTAL Budgeted Fund Balance	<u>\$661,000.00</u>	<u>(\$3,167,381.55)</u>	<u>\$3,828,381.55</u>

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2023

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$34,805,826.00	\$38,378,494.26		(\$3,572,668.26)
3XXX From State Sources	\$1,254,708.00	\$1,282,921.00		(\$28,213.00)
TOTAL REVENUE/SOURCES OF FUNDS	\$36,060,534.00	\$39,661,415.26		(\$3,600,881.26)
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$11,022,883.13	\$10,918,901.69	\$84,423.13	\$19,558.31
11-2XX-100-XXX Special Education - Instruction	\$6,383,587.43	\$6,355,884.86	\$14,291.15	\$13,411.42
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$260,526.34	\$244,905.00	\$13,498.96	\$2,122.38
11-402-100-XXX School-Spons. Athletics - Instruction	\$832,841.23	\$827,173.12	\$4,193.50	\$1,474.61
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$909,493.43	\$815,570.97	\$13,187.02	\$80,735.44
11-000-213-XXX Health Services	\$948,727.83	\$942,467.87	\$6,155.75	\$104.21
11-000-216-XXX Speech, OT,PT & Related Svcs	\$177,234.70	\$177,233.83	\$0.00	\$0.87
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$315,159.00	\$315,158.98	\$0.00	\$0.02
11-000-218-XXX Guidance	\$941,220.35	\$941,036.36	\$180.00	\$3.99
11-000-219-XXX Child Study Teams	\$951,189.80	\$951,187.58	\$0.00	\$2.22
11-000-221-XXX Improv of Inst. - Instruc Staff	\$659,353.00	\$649,348.58	\$10,000.00	\$4.42
11-000-222-XXX Educational Media Serv/School Library	\$221,254.62	\$219,520.17	\$0.00	\$1,734.45
11-000-223-XXX Instructional Staff Training Services	\$7,850.53	\$6,154.41	\$1,694.53	\$1.59
11-000-230-XXX Supp. Serv.-General Administration	\$809,914.76	\$798,726.04	\$10,568.54	\$620.18
11-000-240-XXX Supp. Serv.-School Administration	\$1,582,159.32	\$1,519,621.94	\$62,028.14	\$509.24
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$661,725.50	\$629,708.96	\$32,007.28	\$9.26
11-000-261-XXX Require Maint. for School Facilities	\$922,881.36	\$804,696.31	\$33,708.84	\$84,476.21
11-000-262-XXX Custodial Services	\$2,208,762.27	\$2,174,717.29	\$12,361.06	\$21,683.92
11-000-263-XXX Care and Upkeep of Grounds	\$213,777.16	\$212,692.37	\$1,082.85	\$1.94
11-000-266-XXX Security	\$83,100.00	\$83,098.81	\$0.00	\$1.19
11-000-270-XXX Student Transportation Services	\$907,377.67	\$803,679.39	\$103,695.09	\$3.19
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$5,666,793.98	\$5,618,890.38	\$47,898.68	\$4.92
11-000-310-XXX Food Services	\$33,538.70	\$33,538.31	.00	\$0.39
TOTAL GENERAL CURRENT EXPENSE	\$36,721,352.11	\$36,043,913.22	\$450,974.52	\$226,464.37
EXPENDITURES/USES OF FUNDS				

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2023

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*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$155,550.85	\$135,572.79	\$19,976.90	\$1.16
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$584,640.00	\$584,639.64	.00	\$0.36
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$740,190.85	\$720,212.43	\$19,976.90	\$1.52
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$258,193.00	\$258,192.08	.00	\$0.92
13-4XX-100-XXX Other spec. schools-instruction	\$204,462.60	\$203,429.12	\$0.00	\$1,033.48
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$462,655.60	\$461,621.20	\$0.00	\$1,034.40
10-000-100-56X Transfer of Funds to Charter Schools	\$16,173.00	\$16,173.00	.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$37,940,371.56	\$37,241,919.85	\$470,951.42	\$227,500.29

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED

For 12 Month Period Ending 06/30/2023

	ESTIMATED	ACTUAL	UNREALIZED
	<u> </u>	<u> </u>	<u> </u>
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$23,008,261.00	\$23,008,261.00	.00
1310 Tuition from Individuals	\$428,310.00	\$757,886.00	(\$329,576.00)
1320 Tuition from LEAs Within State	\$11,157,459.00	\$13,882,465.62	(\$2,725,006.62)
1340 Tuition from Other Sources	\$72,100.00	\$364,684.00	(\$292,584.00)
1350 Tuition From Summer School	\$80,000.00	\$81,389.15	(\$1,389.15)
1410 Transp Fees from Individuals	\$9,800.00	\$7,140.00	\$2,660.00
1910 Rents and Royalties	\$5,000.00	\$41,131.00	(\$36,131.00)
1XXX Miscellaneous	\$44,896.00	\$235,537.49	(\$190,641.49)
	<u> </u>	<u> </u>	<u> </u>
TOTAL LOCAL	\$34,805,826.00	\$38,378,494.26	(\$3,572,668.26)
	<u> </u>	<u> </u>	<u> </u>
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$78,377.00	\$78,377.00	.00
3131 Extraordinary Aid	\$79,549.00	\$99,338.00	(\$19,789.00)
3132 Categorical Special Education Aid	\$1,057,821.00	\$1,057,821.00	.00
3177 Categorical Security	\$38,961.00	\$38,961.00	.00
3199 DOE Loan Against State Aid		\$8,424.00	(\$8,424.00)
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$1,254,708.00	\$1,282,921.00	(\$28,213.00)
	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUES/SOURCES OF FUNDS	\$36,060,534.00	\$39,661,415.26	(\$3,600,881.26)
	<u> </u>	<u> </u>	<u> </u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

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	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$302,721.00	\$302,720.87	.00	\$0.13
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$2,733,219.00	\$2,733,216.93	.00	\$2.07
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$2,240,592.00	\$2,240,590.18	.00	\$1.82
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$4,745,868.00	\$4,744,224.06	.00	\$1,643.94
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,450.00	\$5,450.00	\$0.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$1,008.16	\$134.34	\$873.16	\$0.66
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$226,610.00	\$226,204.06	\$405.00	\$0.94
11-190-100-320 Purchased Prof.-Ed. Services	\$22,939.00	\$22,938.50	.00	\$0.50
11-190-100-500 Other Purch. Serv. (400-500 series)	\$322,442.49	\$282,344.51	\$25,022.89	\$15,075.09
11-190-100-610 General Supplies	\$373,236.75	\$317,048.28	\$55,571.83	\$616.64
11-190-100-640 Textbooks	\$35,923.64	\$34,045.96	\$1,076.25	\$801.43
11-190-100-800 Other Objects	\$12,873.09	\$9,984.00	\$1,474.00	\$1,415.09
TOTAL	\$11,022,883.13	\$10,918,901.69	\$84,423.13	\$19,558.31
--- SPECIAL EDUCATION - INSTRUCTION ---				
Visual Impairments:				
11-206-100-101 Salaries of Teachers	\$7,605.00	\$5,850.00	\$855.00	\$900.00
TOTAL	\$7,605.00	\$5,850.00	\$855.00	\$900.00
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	\$3,274,158.72	\$3,273,330.51	\$824.67	\$3.54
11-207-100-106 Other Salaries for Instruction	\$581,188.00	\$581,186.55	.00	\$1.45
11-207-100-610 General Supplies	\$59,517.22	\$46,476.61	\$539.99	\$12,500.62
11-207-100-800 Other Objects	\$17,941.00	\$6,877.00	\$11,064.00	.00
TOTAL	\$3,932,804.94	\$3,907,870.67	\$12,428.66	\$12,505.61
Behavioral Disabilities:				
11-209-100-101 Salaries of Teachers	\$129,402.00	\$129,401.04	\$0.00	\$0.96
TOTAL	\$129,402.00	\$129,401.04	\$0.00	\$0.96
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,842,685.00	\$1,842,684.55	\$0.00	\$0.45
11-213-100-610 General supplies	\$4,115.00	\$4,114.96	.00	\$0.04
11-213-100-640 Textbooks	\$313.00	\$312.18	.00	\$0.82
TOTAL	\$1,847,113.00	\$1,847,111.69	\$0.00	\$1.31
Home Instruction:				
11-219-100-101 Salaries of Teachers	\$441,067.00	\$441,067.00	\$0.00	\$0.00
11-219-100-320 Purchased Prof.-Ed. Services	\$5,746.49	\$4,738.62	\$1,007.49	\$0.38
11-219-100-500 Other Purch. Serv. (400-500 series)	\$19,849.00	\$19,845.84	.00	\$3.16
TOTAL	\$466,662.49	\$465,651.46	\$1,007.49	\$3.54
TOTAL SPECIAL ED - INSTRUCTION	\$6,383,587.43	\$6,355,884.86	\$14,291.15	\$13,411.42

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
---	---	---	---	---
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$239,049.00	\$226,992.09	\$12,055.66	\$1.25
11-401-100-500 Purchased Services (300-500 series)	\$4,695.34	\$4,695.34	.00	.00
11-401-100-600 Supplies and Materials	\$6,228.00	\$3,966.83	\$140.30	\$2,120.87
11-401-100-800 Other Objects	\$10,554.00	\$9,250.74	\$1,303.00	\$0.26
TOTAL	\$260,526.34	\$244,905.00	\$13,498.96	\$2,122.38
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--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$642,730.00	\$642,728.32	.00	\$1.68
11-402-100-500 Purchased Services (300-500 series)	\$28,726.83	\$28,726.83	.00	.00
11-402-100-600 Supplies and Materials	\$62,699.40	\$59,077.27	\$3,613.50	\$8.63
11-402-100-800 Other Objects	\$98,685.00	\$96,640.70	\$580.00	\$1,464.30
TOTAL	\$832,841.23	\$827,173.12	\$4,193.50	\$1,474.61
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--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$150,361.00	\$150,361.00	.00	.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$759,132.43	\$665,209.97	\$13,187.02	\$80,735.44
TOTAL	\$909,493.43	\$815,570.97	\$13,187.02	\$80,735.44
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--- Health services ---				
11-000-213-100 Salaries	\$713,756.00	\$713,753.90	.00	\$2.10
11-000-213-300 Purchased Prof. & Tech. Svc.	\$230,832.32	\$224,676.16	\$6,155.75	\$0.41
11-000-213-600 Supplies and Materials	\$4,054.51	\$3,952.81	.00	\$101.70
11-000-213-800 Other Objects	\$85.00	\$85.00	.00	.00
TOTAL	\$948,727.83	\$942,467.87	\$6,155.75	\$104.21
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--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$167,481.00	\$167,480.63	.00	\$0.37
11-000-216-320 Purchased Prof. Ed. Services	\$9,077.00	\$9,077.00	.00	.00
11-000-216-600 Supplies and Materials	\$676.70	\$676.20	.00	\$0.50
TOTAL	\$177,234.70	\$177,233.83	\$0.00	\$0.87
---	---	---	---	---
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$315,159.00	\$315,158.98	.00	\$0.02
TOTAL	\$315,159.00	\$315,158.98	\$0.00	\$0.02
---	---	---	---	---
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$812,897.00	\$812,894.77	.00	\$2.23
11-000-218-105 Sal Secr. & Clerical Asst.	\$107,948.00	\$107,947.92	.00	\$0.08
11-000-218-500 Other Purchased Services (400-500 series)	\$2,000.00	\$2,000.00	.00	.00
11-000-218-600 Supplies and Materials	\$11,665.35	\$11,663.67	.00	\$1.68
11-000-218-800 Other Objects	\$6,710.00	\$6,530.00	\$180.00	.00
TOTAL	\$941,220.35	\$941,036.36	\$180.00	\$3.99
---	---	---	---	---
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$850,184.50	\$850,183.57	.00	\$0.93
11-000-219-105 Sal Secr. & Clerical Asst.	\$94,740.00	\$94,739.64	.00	\$0.36

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$228.30	\$227.84	\$0.00	\$0.46
11-000-219-600 Supplies and Materials	\$6,037.00	\$6,036.53	.00	\$0.47
TOTAL	\$951,189.80	\$951,187.58	\$0.00	\$2.22
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$548,869.00	\$548,866.15	.00	\$2.85
11-000-221-104 Salaries Other Prof. Staff	\$88,596.00	\$78,595.38	\$10,000.00	\$0.62
11-000-221-320 Purchased Prof. - Ed. Services	\$3,355.00	\$3,355.00	.00	.00
11-000-221-500 Other Purchased Services (400-500 series)	\$9,587.00	\$9,586.05	.00	\$0.95
11-000-221-600 Supplies and Materials	\$5,886.00	\$5,886.00	.00	.00
11-000-221-800 Other Objects	\$3,060.00	\$3,060.00	.00	.00
TOTAL	\$659,353.00	\$649,348.58	\$10,000.00	\$4.42
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$197,811.00	\$197,810.09	.00	\$0.91
11-000-222-600 Supplies and Materials	\$23,443.62	\$21,710.08	.00	\$1,733.54
TOTAL	\$221,254.62	\$219,520.17	\$0.00	\$1,734.45
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services (400-500 series)	\$6,470.53	\$4,874.16	\$1,595.53	\$0.84
11-000-223-800 Other Objects	\$1,380.00	\$1,280.25	\$99.00	\$0.75
TOTAL	\$7,850.53	\$6,154.41	\$1,694.53	\$1.59
--- Support services-general administration ---				
11-000-230-100 Salaries	\$403,826.00	\$403,822.56	\$0.00	\$3.44
11-000-230-331 Legal Services	\$86,419.50	\$80,453.40	\$5,965.00	\$1.10
11-000-230-332 Audit Fees	\$38,400.00	\$38,400.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$52,894.50	\$50,793.54	\$2,100.00	\$0.96
11-000-230-340 Purchased Tech. Services	\$11,276.00	\$11,275.50	.00	\$0.50
11-000-230-530 Communications/Telephone	\$8,473.77	\$8,249.47	\$20.09	\$204.21
11-000-230-580 Travel - All Other	\$4,877.00	\$3,719.86	\$1,156.21	\$0.93
11-000-230-585 BOE Other Purchased Prof. Svc.	\$2,100.00	\$2,100.00	.00	.00
11-000-230-590 Misc Purchased Services (400-500)	\$173,450.95	\$172,450.10	\$1,000.00	\$0.85
11-000-230-610 General Supplies	\$1,576.13	\$1,168.80	.00	\$407.33
11-000-230-630 BOE In-House Training/Meeting Supplies	\$288.00	\$288.00	.00	.00
11-000-230-820 Judgments Against. School District.	\$2,450.00	\$2,450.00	.00	.00
11-000-230-890 Misc. Expenditures	\$7,334.00	\$7,006.76	\$327.24	.00
11-000-230-895 BOE Membership Dues and Fees	\$16,548.91	\$16,548.05	.00	\$0.86
TOTAL	\$809,914.76	\$798,726.04	\$10,568.54	\$620.18
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$853,285.00	\$843,284.26	\$10,000.00	\$0.74
11-000-240-104 Salaries Other Prof. Staff	\$142,984.00	\$142,983.10	.00	\$0.90
11-000-240-105 Sal Secr. & Clerical Asst.	\$476,240.00	\$476,238.63	.00	\$1.37
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$55,371.00	\$11,077.77	\$44,292.61	\$0.62
11-000-240-500 Other Purchased Services (400-500 series)	\$15,142.22	\$9,177.07	\$5,963.75	\$1.40
11-000-240-600 Supplies and Materials	\$29,415.10	\$27,672.21	\$1,241.78	\$501.11
11-000-240-800 Other Objects	\$9,722.00	\$9,188.90	\$530.00	\$3.10

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$1,582,159.32	\$1,519,621.94	\$62,028.14	\$509.24
--- Central Services ---				
11-000-251-100 Salaries	\$421,331.00	\$421,330.59	.00	\$0.41
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$27,579.00	.00	\$27,578.48	\$0.52
11-000-251-592 Misc Pur Serv (400-500 series)	\$13,731.26	\$12,523.58	\$1,207.00	\$0.68
11-000-251-600 Supplies and Materials	\$9,324.74	\$9,270.74	\$54.00	.00
11-000-251-89X Other Objects	\$7,052.00	\$6,957.67	\$93.34	\$0.99
TOTAL	\$479,018.00	\$450,082.58	\$28,932.82	\$2.60
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$144,200.00	\$144,199.92	.00	\$0.08
11-000-252-340 Purchased Technical Services	\$1,299.00	\$1,246.80	\$52.00	\$0.20
11-000-252-500 Other Pur Serv. (400-500 series)	\$35,213.50	\$32,879.80	\$2,327.46	\$6.24
11-000-252-600 Supplies and Materials	\$1,300.00	\$1,299.86	.00	\$0.14
11-000-252-800 Other Objects	\$695.00	.00	\$695.00	.00
TOTAL	\$182,707.50	\$179,626.38	\$3,074.46	\$6.66
TOTAL Cent. Svcs. & Admin IT	\$661,725.50	\$629,708.96	\$32,007.28	\$9.26
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$279,576.80	\$279,282.65	\$291.67	\$2.48
11-000-261-420 Cleaning, Repair & Maint. Svc	\$588,935.85	\$473,263.91	\$31,199.17	\$84,472.77
11-000-261-610 General Supplies	\$42,959.71	\$40,741.13	\$2,218.00	\$0.58
11-000-261-800 Other Objects	\$11,409.00	\$11,408.62	.00	\$0.38
TOTAL	\$922,881.36	\$804,696.31	\$33,708.84	\$84,476.21
--- Custodial Services ---				
11-000-262-1XX Salaries	\$1,133,557.00	\$1,130,931.35	\$2,620.00	\$5.65
11-000-262-199 Unused Vac Payment to Term/Ret Staff	\$17,692.00	\$15,858.99	\$1,832.19	\$0.82
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$138,361.44	\$116,691.85	.00	\$21,669.59
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$67,500.00	\$67,500.00	.00	.00
11-000-262-444 Lease Purch Paymts - Energy Saving	\$160,377.00	\$160,376.09	.00	\$0.91
11-000-262-490 Other Purchased Property Svc.	\$19,021.00	\$19,020.06	.00	\$0.94
11-000-262-520 Insurance	\$45,865.00	\$45,865.00	.00	.00
11-000-262-610 General Supplies	\$91,978.83	\$84,069.65	\$7,908.87	\$0.31
11-000-262-621 Energy (Natural Gas)	\$269,165.00	\$269,162.19	.00	\$2.81
11-000-262-622 Energy (Electricity)	\$264,765.00	\$264,762.11	.00	\$2.89
11-000-262-8XX Other Objects	\$480.00	\$480.00	\$0.00	\$0.00
TOTAL	\$2,208,762.27	\$2,174,717.29	\$12,361.06	\$21,683.92
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$92,300.00	\$92,299.33	.00	\$0.67
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$74,550.00	\$74,549.68	.00	\$0.32
11-000-263-580 Travel - All Other	\$896.00	\$895.90	.00	\$0.10
11-000-263-610 General Supplies	\$38,902.00	\$38,392.86	\$508.69	\$0.45
11-000-263-800 Other Objects	\$7,129.16	\$6,554.60	\$574.16	\$0.40

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

4

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$213,777.16	\$212,692.37	\$1,082.85	\$1.94
--- Security ---				
11-000-266-300 Purchased Prof. & Tech. Svc.	\$81,967.00	\$81,966.36	.00	\$0.64
11-000-266-610 General Supplies	\$1,133.00	\$1,132.45	.00	\$0.55
TOTAL	\$83,100.00	\$83,098.81	\$0.00	\$1.19
TOTAL Oper & Maint of Plant Services	\$3,428,520.79	\$3,275,204.78	\$47,152.75	\$106,163.26
--- Student transportation services ---				
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$14,368.00	\$7,367.73	\$7,000.00	\$0.27
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$24,000.67	\$23,534.39	\$465.61	\$0.67
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$90,801.00	\$90,801.00	.00	.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$288,014.00	\$199,550.80	\$88,463.00	\$0.20
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$306,730.00	\$306,729.18	.00	\$0.82
11-000-270-517 Contract Svc (reg std) - ESCs	\$117,861.00	\$117,860.64	.00	\$0.36
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$41,286.00	\$41,285.40	.00	\$0.60
11-000-270-593 Misc. Purchased Svc.- Transp.	\$8,203.00	\$8,203.00	.00	.00
11-000-270-615 Transportation Supplies	\$15,864.00	\$8,097.25	\$7,766.48	\$0.27
11-000-270-800 Misc. Expenditures	\$250.00	\$250.00	.00	.00
TOTAL	\$907,377.67	\$803,679.39	\$103,695.09	\$3.19
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$515,424.00	\$515,423.33	.00	\$0.67
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$563,277.00	\$563,276.09	.00	\$0.91
11-XXX-XXX-249 Other Retirement Contrb. - Regular	\$35,007.00	\$35,006.20	.00	\$0.80
11-XXX-XXX-260 Workman's Compensation	\$34,312.00	\$34,311.83	.00	\$0.17
11-XXX-XXX-270 Health Benefits	\$4,279,450.00	\$4,279,449.75	.00	\$0.25
11-XXX-XXX-280 Tuition Reimbursement	\$71,176.98	\$56,986.61	\$14,188.68	\$1.69
11-XXX-XXX-290 Other Employee Benefits	\$114,852.00	\$114,851.57	.00	\$0.43
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$53,295.00	\$19,585.00	\$33,710.00	.00
TOTAL	\$5,666,793.98	\$5,618,890.38	\$47,898.68	\$4.92
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	\$33,538.70	\$33,538.31	.00	\$0.39
TOTAL	\$33,538.70	\$33,538.31	\$0.00	\$0.39
Total Undistributed Expenditures	\$18,221,513.98	\$17,697,048.55	\$334,567.78	\$189,897.65
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$36,721,352.11	\$36,043,913.22	\$450,974.52	\$226,464.37
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$36,721,352.11	\$36,043,913.22	\$450,974.52	\$226,464.37

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Regular programs-instruction				
12-130-100-730 Grades 6-8	\$2,481.00	\$2,481.00	.00	.00
12-140-100-730 Grades 9-12	\$9,464.75	\$9,464.60	.00	\$0.15
Special education - instruction				
12-207-100-730 Auditory Impairments	\$42,262.00	\$42,262.00	.00	.00
12-4XX-100-730 School-spons. & oth instr prog	\$30,181.10	\$30,181.10	\$0.00	\$0.00
12-000-262-730 Undist. Exp.-Custodial Services	\$14,465.00	\$14,464.17	.00	\$0.83
12-000-263-730 Undist. Exp.-Care and Upkeep of Grnds	\$43,513.00	\$23,535.92	\$19,976.90	\$0.18
12-000-266-730 Undist. Exp.-Security	\$13,184.00	\$13,184.00	.00	.00
<hr/>				
Undist. Exp. - Non-instructional Services				
TOTAL	\$155,550.85	\$135,572.79	\$19,976.90	\$1.16
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	\$536,342.00	\$536,341.64	.00	\$0.36
12-000-400-896 Assmt for Debt Service on SDA Funding	\$48,298.00	\$48,298.00	.00	.00
Sub Total	\$584,640.00	\$584,639.64	\$0.00	\$0.36
TOTAL	\$584,640.00	\$584,639.64	\$0.00	\$0.36
<hr/>				
TOTAL CAPITAL OUTLAY EXPENDITURES	\$740,190.85	\$720,212.43	\$19,976.90	\$1.52
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$148,225.00	\$148,224.47	\$0.00	\$0.53
13-422-100-106 Other salaries of instruction	\$109,968.00	\$109,967.61	.00	\$0.39
TOTAL	\$258,193.00	\$258,192.08	\$0.00	\$0.92
TOTAL SUMMER SCHOOL	\$258,193.00	\$258,192.08	\$0.00	\$0.92
--- Other special schools - instruction ---				
13-4XX-100-101 Salaries of Teachers	\$190,139.00	\$189,629.06	\$0.00	\$509.94
13-4XX-100-610 General supplies	\$12,085.60	\$11,562.06	\$0.00	\$523.54
13-4XX-100-800 Other objects	\$2,238.00	\$2,238.00	\$0.00	\$0.00
TOTAL	\$204,462.60	\$203,429.12	\$0.00	\$1,033.48
TOTAL OTHER SPECIAL SCHOOLS	\$204,462.60	\$203,429.12	\$0.00	\$1,033.48
<hr/>				
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$462,655.60	\$461,621.20	\$0.00	\$1,034.40

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2023

4

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$16,173.00	\$16,173.00	.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$37,940,371.56	\$37,241,919.85	\$470,951.42	\$227,500.29

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

General Fund - Fund 10

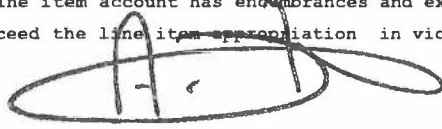
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For 12 Month Period Ending 06/30/2023

I, Alex Ferreira, Board Secretary/Business Administrator

certify that no line item account has encumbrances and expenditures,

which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

8/16/23
Date

8/14 11:04am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/23

4

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ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$166,271.21)
	Accounts receivable:		
132	Interfund	\$37,453.03	
141	Intergovernmental - State	(\$2,746.85)	
142	Intergovernmental - Federal	\$145,593.23	
153,154	Other (net of estimated uncollectible of \$____)	\$12,538.20	
			<hr/>
			\$192,837.61
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$584,347.20	
302	Less Revenues	(\$474,170.20)	
			<hr/>
			\$110,177.00
			<hr/>
	Total assets and resources		\$136,743.40
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/23

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$8,056.72
481	Deferred revenues	\$236,729.50
	Other current liabilities	(\$18,910.05)
TOTAL LIABILITIES		\$225,876.17
		=====

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$18,299.36
754	Reserve for encumbrances - Prior Year	\$19,813.75
601	Appropriations	\$584,347.20
602	Less: Expenditures	\$693,293.72
603	Encumbrances	\$18,299.36 (\$711,593.08)
		(\$127,245.88)
TOTAL FUND BALANCE		(\$89,132.77)
TOTAL LIABILITIES AND FUND EQUITY		\$136,743.40

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$232,725.20	\$232,725.20		.00
3XXX From State Sources	\$34,743.00	\$131,750.00		(\$97,007.00)
4XXX From Federal Sources	\$316,879.00	\$109,695.00		\$207,184.00
 TOTAL REVENUE/SOURCES OF FUNDS	 \$584,347.20	 \$474,170.20		 \$110,177.00
 =====				
				AVAILABLE
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$232,725.20	\$170,133.04	\$1,200.00	\$61,392.16
 TOTAL LOCAL PROJECTS	 \$232,725.20	 \$170,133.04	 \$1,200.00	 \$61,392.16
 =====				
STATE PROJECTS:				
Nonpublic textbooks (501)	\$7,326.00	\$5,305.49	\$1,940.96	\$79.55
Nonpublic handicapped services (506)		\$60,829.21	.00	(\$60,829.21)
Nonpublic nursing services (509)		\$12,432.00	.00	(\$12,432.00)
Nonpublic Technology Aid (510)	\$4,662.00	\$4,605.85	.00	\$56.15
Nonpublic School Programs (511)	\$22,755.00	\$8,342.55	\$14,412.45	.00
 TOTAL STATE PROJECTS	 \$34,743.00	 \$91,515.10	 \$16,353.41	 (\$73,125.51)
 =====				
FEDERAL PROJECTS:				
I.D.E.A. Part B (Handicapped) (250-259)	\$300,834.00	\$281,913.00	.00	\$18,921.00
ESSA Title II - Part A/D (270-279)	\$16,045.00	\$6,239.88	\$745.95	\$9,059.17
ARP - ESSER Grant Program (487)		\$34,458.40	.00	(\$34,458.40)
ARP - ESSER Accelerated Learning Coaching (488)		\$58,962.00	.00	(\$58,962.00)
ARP - ESSER Evidence-Based Comprehensive (490)		\$5,072.30	.00	(\$5,072.30)
ARP - ESSER NJ Tiered System of Supports (491)		\$45,000.00	.00	(\$45,000.00)
 TOTAL FEDERAL PROJECTS	 \$316,879.00	 \$431,645.58	 \$745.95	 (\$115,512.53)
 =====				
*** TOTAL EXPENDITURES ***	\$584,347.20	\$693,293.72	\$18,299.36	(\$127,245.88)
 =====				

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 12 Month Period Ending 06/30/23

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$232,725.20	\$232,725.20	\$0.00
Total Revenues from Local Sources	\$232,725.20	\$232,725.20	\$0.00

--- STATE SOURCES ---			
32XX Other Restricted Entitlements	\$34,743.00	\$131,750.00	(\$97,007.00)
Total Revenue from State Sources	\$34,743.00	\$131,750.00	(\$97,007.00)

--- FEDERAL SOURCES ---			
4451-55 Title II	\$16,045.00	\$6,005.00	\$10,040.00
4420-29 I.D.E.A. Part B (Handicapped)	\$300,834.00	\$103,690.00	\$197,144.00
Total Revenues from Federal Sources	\$316,879.00	\$109,695.00	\$207,184.00
TOTAL REVENUES/SOURCES OF FUNDS	\$584,347.20	\$474,170.20	\$110,177.00

4

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/23

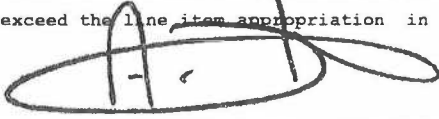
	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$232,725.20	\$170,133.04	\$1,200.00	\$61,392.16
TOTAL LOCAL PROJECTS	\$232,725.20	\$170,133.04	\$1,200.00	\$61,392.16
State Projects:				
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$34,743.00	\$91,515.10	\$16,353.41	(\$73,125.51)
-- TOTAL Other State Programs --	\$34,743.00	\$91,515.10	\$16,353.41	(\$73,125.51)
TOTAL STATE PROJECTS	\$34,743.00	\$91,515.10	\$16,353.41	(\$73,125.51)
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-25X-XXX-XXX I.D.E.A. Part B	\$300,834.00	\$281,913.00	.00	\$18,921.00
20-27X-XXX-XXX ESSA Title II - Part A/D	\$16,045.00	\$6,239.88	\$745.95	\$9,059.17
20-487-XXX-XXX ARP-ESSER Grant Program		\$34,458.40	.00	(\$34,458.40)
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching		\$58,962.00	.00	(\$58,962.00)
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive		\$5,072.30	.00	(\$5,072.30)
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports		\$45,000.00	.00	(\$45,000.00)
TOTAL Other Federal Programs	\$316,879.00	\$431,645.58	\$745.95	(\$115,512.53)
TOTAL FEDERAL PROJECTS	\$316,879.00	\$431,645.58	\$745.95	(\$115,512.53)
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$584,347.20	\$693,293.72	\$18,299.36	(\$127,245.88)

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Special Revenue Fund - Fund 20
For 12 Month Period Ending 06/30/23

4

I, Alex Ferreira, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

8/16/23

Date

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/23

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ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank	(\$609,455.63)
102-104	Cash on hand, change cash, petty cash	\$1,187,030.69
11X	Investments	\$94,564.79

--- R E S O U R C E S ---

301	Estimated Revenues	\$711,508.68	
		<hr/>	<hr/>
			\$711,508.68
			<hr/>
	Total assets and resources		\$1,383,648.53
			<hr/>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/23

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LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

Other current liabilities	\$296,936.85
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TOTAL LIABILITIES	\$296,936.85
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F U N D B A L A N C E

--- A p p r o p r i a t e d ---

754	Reserve for encumbrances - Prior Year	\$19,259.44
601	Appropriations	\$1,450,814.52
602	Less : Expenditures	\$781,605.90
603	Encumbrances	\$19,259.44 (\$800,865.34)
		\$649,949.18
	Total Appropriated	\$669,208.62

--- U n a p p r o p r i a t e d ---

770	Fund balance	\$417,503.06
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TOTAL FUND BALANCE	\$1,086,711.68
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TOTAL LIABILITIES AND FUND EQUITY	\$1,383,648.53
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

4

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/23

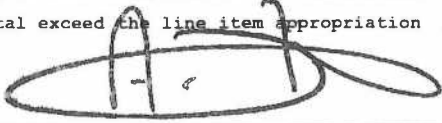
	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
51XX Bonds (Principal & Premium)	\$711,508.68	.00		\$711,508.68
 TOTAL REVENUE/SOURCES OF FUNDS	 \$711,508.68	 \$0.00		 \$711,508.68
 *** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Architectural/Engineering Services	\$483.81	.00	.00	\$483.81
30-000-4XX-390 Other purchased prof. & tech. serv.	\$1,888.19	.00	\$1,888.19	.00
30-000-4XX-450 Construction services	\$1,441,884.52	\$775,047.90	\$17,371.25	\$649,465.37
30-000-4XX-610 Supplies & Materials	\$6,558.00	\$6,558.00	.00	.00
 Total fac.acq.and constr. serv.	 \$1,450,814.52	 \$781,605.90	 \$19,259.44	 \$649,949.18
 TOTAL EXPENDITURES	 \$1,450,814.52	 \$781,605.90	 \$19,259.44	 \$649,949.18
 *** TOTAL EXPENDITURES AND TRANSFERS	 \$1,450,814.52	 \$781,605.90	 \$19,259.44	 \$649,949.18

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30
For 12 Month Period Ending 06/30/23

4

I, Alex Ferreira, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

8/10/23
Date

8/14 11:05am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 12 Month Period Ending 06/30/23

4

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ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank	\$139,952.37
121	Tax levy receivable	\$1.10

--- R E S O U R C E S ---

302	Less Revenues	(\$1,924,878.00)
		<u>(\$1,924,878.00)</u>

	Total assets and resources	<u>(\$1,784,924.53)</u>
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
Interim Balance Sheet
For 12 Month Period Ending 06/30/23

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LIABILITIES AND FUND EQUITY

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--- LIABILITIES ---

Other current liabilities \$140,041.17

TOTAL LIABILITIES \$140,041.17

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FUND BALANCE

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--- Appropriated ---

Reserved fund balance:

601	Appropriations	\$1,924,969.00	
602	Less : Expenditures	\$1,924,968.76	
		(\$1,924,968.76)	
			\$0.24

Total Appropriated \$0.24

--- Unappropriated ---

770	Fund Balance	\$3.06	
303	Budgeted Fund Balance	(\$1,924,969.00)	

TOTAL FUND BALANCE (\$1,924,965.70)

TOTAL LIABILITIES AND FUND EQUITY (\$1,784,924.53)

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$1,924,969.00	\$1,924,968.76	\$0.24
Revenues	\$0.00	(\$1,924,878.00)	\$1,924,878.00
	\$1,924,969.00	\$90.76	\$1,924,878.24
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$1,924,969.00	\$90.76	\$1,924,878.24
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
	\$1,924,969.00	\$90.76	\$1,924,878.24

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

4

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy		\$1,731,789.00		(\$1,731,789.00)
Total Local Sources	\$0.00	\$1,731,789.00		(\$1,731,789.00)
--- State Sources ---				
3160 Debt service aid Type II		\$193,089.00		(\$193,089.00)
Total State Sources	\$0.00	\$193,089.00		(\$193,089.00)
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$1,924,878.00		(\$1,924,878.00)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

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Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/23

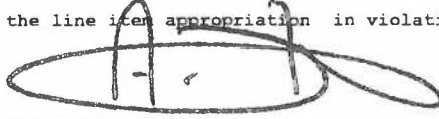
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<u> </u>	<u> </u>	<u> </u>
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$539,969.00	\$539,968.76	\$0.24
40-701-510-910 Redemption of Principal	\$1,385,000.00	\$1,385,000.00	.00
	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$1,924,969.00	\$1,924,968.76	\$0.24
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$1,924,969.00	\$1,924,968.76	\$0.24
	<u> </u>	<u> </u>	<u> </u>
*** TOTAL USES OF FUNDS ***	\$1,924,969.00	\$1,924,968.76	\$0.24
	<u> </u>	<u> </u>	<u> </u>

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40

4

For 12 Month Period Ending 06/30/23

I, Alex Ferreira, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Administrator

8/16/23
Date

Mountain Lakes School District

High School

2023-2024

LUNCH	Student Lunch	\$4.50
	Featured Favorite Lunch	\$5.00
	Faculty Lunch	\$5.00
	Faculty Featured Favorite	\$6.00
<i>Lunch Meals include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk</i>		
BREAKFAST	Student Breakfast	\$3.00
	Faculty Breakfast	\$3.50
<i>Breakfast Meals include: Breakfast Entrée, fruit/fruit juice, and an 8 oz. milk</i>		
ENTRÉE:	Student Lunch Entrée Only	\$4.25
	Featured Favorite Entrée Only	\$5.00
	Pizza Slice	\$2.50
	Pizza Parlor Pizza, plain	\$3.00
	Pizza Parlor Pizza w/Topping	\$4.00
	All-Beef Hot Dog	\$3.00
	Hamburger, 3 oz.	\$3.25
	Cheeseburger, 3 oz.	\$3.50
	Cheesesteak	\$4.25
	Chicken Nuggets	\$4.50
	Popcorn Chicken	\$4.50
	Chicken Filet	\$5.00
	Chicken Tenders	\$5.00
	Mozzarella Sticks (5)	\$4.50
	Chicken Breast Sandwich, Breaded or Unbreaded	\$5.00
SANDWICHES:	Boar's Head Deli Sandwich or Wrap as a Complete Meal or a la Carte	\$5.00
	Peanut Butter & Jelly, small	n/a
	Peanut Butter & Jelly, large	n/a
	Premium Sandwich/Panini	\$6.50
SALADS:	Boar's Head Salad Lunch as a Complete Meal or a la Carte	\$5.00
	Garden Salad, small	\$3.75
	Garden Salad, large	\$5.00
	Premium Salad Platter w/Chicken, Deli Meat or Cheese	\$5.50
SOUP/BREADS:	Soup Cup, 8 oz.	\$3.50
	Soup Bowl, 12 oz.	\$4.00
	Soup, 16 oz.	\$4.50
	Plain Bagel	\$1.75
	Bagel w/Butter (2 butter chips)	\$2.50
	Bagel w/Jelly (2 jelly cups)	\$2.50
	Bagel w/Cream Cheese	\$3.25
	Roll w/Butter	\$2.50
SIDES:	Extra Cream Cheese	\$1.25
	French Fries / Potato Tots, 4 oz.	\$2.50
	Mashed Potatoes	\$2.50
ARTE:	Breakfast Sandwich w/Egg and Cheese	\$3.75
	Breakfast Sandwich w/Egg Cheese and Meat	\$5.00

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Mountain Lakes School District

High School

2023-2024

Coffee, 12 oz.	\$2.00
Coffee, 16 oz.	\$2.75
Homemade Muffin	\$2.75
Cereal w/Milk	\$3.25

SNACKS A LA CARTE:

Welch's Fruit Snacks	\$1.50
Cookies (packaged)	\$1.75
100 Calorie Cookie pack	\$2.00
Baked Snacks/Chips, small	\$1.50
Baked Snacks/Chips, large	\$2.00
Specialty Chips (Popcorners)	\$2.50
Pop-Tart, single	\$1.75
Jello/Pudding	\$2.50
Hot Jumbo Pretzel	\$2.50
Brownie	\$3.00
Gluten Free Brownie	\$3.00
Yogurt, 6 oz.	\$2.75
Fresh Fruit Cup, Seasonal, 16 oz.	\$4.00
Fresh Fruit & Yogurt Parfait, 12 oz.	\$4.25
Yogurt Parfait, 12 oz.	\$4.00
Fresh Fruit, small	\$2.00
Fruit Cup, large	\$4.00
Snack Bar, small/large	1.50/2.00
Freshly Baked Cookie (2)	\$1.00
Assorted Ice Cream	\$3.25
Ice Cream Novelty, large	\$3.25
David's Gluten Free Brownie/Cookie	\$3.00

BEVERAGE:

Milk, 8 oz.	\$1.00
Juice, 4 oz.	\$1.00
Apple & Eve 100% Juice, 8 oz.	\$2.00
Bottled Water, 10 oz.	\$1.25
Bottled Water, 16.9 oz.	\$1.50
Snapple Canned Juice	\$2.25
Kick Start	\$3.00
Sports Cap Water Bottle	\$2.25
Specialty Drink, house made	\$2.00
Canned Beverage	\$2.00
Fill your own cup up to 22 oz.	\$2.75
Assorted Bottled Beverages	\$3.00

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Mountain Lakes School District

Lake Drive

2023-2024

LUNCH

Student Lunch

\$4.00

Reduced Price Lunch

\$0.50

Lunch Meals include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk)

Student Lunch Entrée Only

SNACKS A LA CARTE:

Rice Krispies Treat

\$2.00

Freshly Baked Cookie (2)

\$1.00

Bagged Chips

\$1.75

BEVERAGE:

Bottled Water, 16.9 oz.

\$1.50

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Mountain Lakes School District**K-8****2023-2024**

LUNCH	Student Lunch	\$4.25
	Featured Favorite Lunch	\$5.00
	Faculty Lunch	\$5.00
	Faculty Featured Favorite	\$6.00
<i>Lunch Meals include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk</i>		
BREAKFAST	Student Breakfast	\$3.00
	Faculty Breakfast	\$3.50
<i>Breakfast Meals include: Breakfast Entrée, fruit/fruit juice, and an 8 oz. milk</i>		
ENTRÉE:	Student Lunch Entrée Only	\$4.25
	Featured Favorite Entrée Only	\$5.00
	Pizza Slice	\$2.50
	Pizza Parlor Pizza, plain	\$3.00
	Pizza Parlor Pizza w/Topping	\$4.00
	All-Beef Hot Dog	\$3.00
	Hamburger, 3 oz.	\$3.25
	Cheeseburger, 3 oz.	\$3.50
	Cheesesteak	\$4.25
	Chicken Nuggets	\$4.50
	Popcorn Chicken	\$4.50
	Chicken Filet	\$5.00
	Chicken Tenders	\$5.00
	Mozzarella Sticks (5)	\$4.50
	Chicken Breast Sandwich, Breaded or Unbreaded	\$5.00
SANDWICHES:	Boar's Head Deli Sandwich or Wrap as a Complete Meal or a la Carte	\$5.00
	Faculty Deli	\$6.00
SALADS:	Boar's Head Salad Lunch as a Complete Meal or a la Carte	\$5.00
	Garden Salad, small	\$3.75
	Garden Salad, large	\$5.00
	Premium Salad Platter w/Chicken, Deli Meat or Cheese	\$5.50
SOUP/BREADS:	Soup Cup, 8 oz.	\$3.50
	Soup Bowl, 12 oz.	\$4.00
	Soup, 16 oz.	\$4.50
	Plain Bagel	\$1.75
	Bagel w/Butter (2 butter chips)	\$2.50
	Bagel w/Jelly (2 jelly cups)	\$2.50
	Bagel w/Cream Cheese	\$3.25
	Roll w/Butter	\$2.50
	Extra Cream Cheese	\$1.25
SIDES:	<i>Trip to the Farm Stand</i>	
	Side Salad, 16 oz.	\$2.00
	French Fries / Potato Tots, 4 oz.	\$2.50
	Mashed Potatoes	\$2.50
BREAKFAST A LA CARTE:	Breakfast Sandwich w/Egg and Cheese	\$3.75
	Breakfast Sandwich w/Egg Cheese and Meat	\$5.00

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Mountain Lakes School District**K-8****2023-2024****SNACKS A LA CARTE:**

Coffee, 12 oz.	\$2.00
Coffee, 16 oz.	\$2.75
Homemade Muffin	\$2.75
Cereal w/ Milk	\$3.25
Welch's Fruit Snacks	\$1.50
Cookies (packaged)	\$1.75
100 Calorie Cookie pack	\$2.00
Baked Snacks/Chips, small	\$1.50
Baked Snacks/Chips, large	\$2.00
Specialty Chips (Popcorners)	\$2.50
Pop-Tart, single	\$1.75
Jello/Pudding	\$2.50
Hot Jumbo Pretzel	\$2.50
Brownie	\$3.00
Gluten Free Brownie	\$3.00
Cheese Stick	\$1.00
Yogurt, 6 oz.	\$2.75
Fresh Fruit Cup, Seasonal, 16 oz.	\$4.00
Fresh Fruit & Yogurt Parfait, 12 oz.	\$4.25
Yogurt Parfait, 12 oz.	\$4.00
Fresh Fruit, small	\$2.00
Fruit Cup, large	\$4.00
Snack Bar, small/large	1.50/2.00
Freshly Baked Cookie (2)	\$1.00
Ice Cream Bar	\$2.25
Push Up Pop	\$2.25
Frozen Fruit Bars	\$3.25
Ice Cream Novelty, small	\$2.25
Ice Cream Novelty, large	\$3.25
David's Gluten Free Brownie/Cookie	\$3.00

BEVERAGE:

Milk, 8 oz.	\$1.00
Juice, 4 oz.	\$1.00
Bottled Water, 10 oz.	\$1.25
Bottled Water, 16.9 oz.	\$1.50
Snapple Canned Juice	\$2.25
Diet Beverage Bottle (Carbonated or Non-Carbonated)	\$3.00
Sports Cap Water Bottle	\$2.25
Snapple 100% Juice or Teas	\$3.00
Canned Beverage	\$2.00

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2023-2024

Mountain Lakes School District

Faculty

Faculty Lunch	\$5.00
Faculty Featured Favorite	\$6.00
<i>Lunch Meals include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk)</i>	
Faculty Breakfast	\$3.50
<i>Breakfast Meals include: Breakfast Entrée, fruit/fruit juice, and an 8 oz. milk</i>	

ENTRÉE:

Pizza Slice	\$2.75
Pizza Parlor Pizza, plain	\$3.00
Pizza Parlor Pizza w/Topping	\$4.00
All-Beef Hot Dog	\$3.00
Hamburger, 3 oz.	\$3.25
Cheeseburger, 3 oz.	\$3.50
Cheesesteak	\$4.25
Chicken Nuggets	\$4.50
Popcorn Chicken	\$4.50
Chicken Filet	\$5.00
Chicken Tenders	\$4.50
Mozzarella Sticks (5)	\$4.50

SOUP/BREADS:

Soup Cup, 8 oz.	\$3.50
Soup Bowl, 12 oz.	\$4.00
Soup, 16 oz.	\$4.50
Plain Bagel	\$1.90
Bagel w/Butter (2 butter chips)	\$2.75
Bagel w/Jelly (2 jelly cups)	\$2.75
Bagel w/Cream Cheese	\$3.25
Roll w/Butter	\$2.50
Extra Cream Cheese	\$1.25

SIDES:

French Fries / Potato Tots, 4 oz.	\$2.60
Mashed Potatoes	\$2.60

BREAKFAST A LA CARTE:

Coffee, 12 oz.	\$2.45
Coffee, 16 oz.	\$2.75

SNACKS A LA CARTE:

Freshly Baked Cookie, small	\$1.00
Welch's Fruit Snacks	\$1.50
Cookies (packaged)	\$1.75
100 Calorie Cookie pack	\$2.00
Baked Snacks/Chips, small	\$1.50
Baked Snacks/Chips, large	\$2.10
Specialty Chips (Popcorners)	\$2.50
Granola Bars (Nature Valley)	\$1.75
Rice Krispies Treat	\$2.00
Jello/Pudding	\$2.50
Nachos w/Cheese	\$2.95
Brownie	\$2.50
Gluten Free Brownie	\$3.00
Gourmet Muffin	\$3.25
Cheese Stick	\$1.00

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Mountain Lakes School District**Faculty****2023-2024**

Yogurt, 6 oz.	\$2.75
Yogurt Parfait, 10 oz.	\$4.00
Fresh Fruit & Yogurt Parfait, 12 oz.	\$1.25

BEVERAGE:

Milk, 8 oz.	\$1.00
Juice, 4 oz.	\$1.00
Bottled Water, 10 oz.	\$1.25
Bottled Water, 16.9 oz.	\$1.75
Bottled Water, 20 oz.	\$2.25
Diet Beverage Can (Carbonated or Non-Carbonated)	\$2.00
Snapple Canned Juice	\$2.25
Snapple Bottle, 16 oz.	\$2.65
Vitamin Water, 20 oz.	\$3.00
Polar Sparkling Water, all varieties	\$2.50
Kick Start	\$3.00

POLICY GUIDE

ADMINISTRATION

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Sick Leave

Aug 23

[See **POLICY ALERT No. 231**]

1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;



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Sick Leave

- c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
 6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.



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Sick Leave

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted:



REGULATION GUIDE

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R 1642.01/page 1 of 7
Sick Leave
Aug 23

[See **POLICY ALERT No. 231**]

R 1642.01 SICK LEAVE

A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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R 1642.01/page 2 of 7
Sick Leave

7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
- a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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Sick Leave

- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
- 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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Sick Leave

2. **If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice of 7 calendar days, (not to exceed seven calendar days) prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.**
3. **If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.**
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;



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Sick Leave

- c. A court order;
 - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

- 1. An employee who is absent for more than 50 percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
- 2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
- 3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
- 4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.



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Sick Leave

E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.



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- a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.
 - a. The Superintendent or designee will maintain the employee's record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

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[See POLICY ALERT No. 231]

2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4, this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training



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shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6
Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted:



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[See POLICY ALERT No. 231]

R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary Threat Assessment Team

1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
- (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
 - a. Most reports can be handled by the School-Based Team.



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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
- 5. Step 5: Establish Threat Assessment Procedures
 - a. Decide how to document cases.
 - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
 - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
- 6. Step 6: Develop Risk Management Options
 - a. Identify all available resources for creating individualized management plans.
 - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
 - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
 - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
- 7. Step 7: Create and Promote Safe School Climates
 - a. Assess current school climate.
 - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.
 - b. Enhance current school climate.
 - c. Strengthen students' connectedness.
 - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
 - d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.
 - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
- 8. Step 8: Conduct Training for all Stakeholders
 - a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern

- a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.



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2. Step 2: Screen the Case

- a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
 - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
- b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
- c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources

- a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
 - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
 - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.
- 3. Awareness Training for Other School Community Stakeholders
 - a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

- 1. Individualized Education Program (IEP) or 504 Plans
 - a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
 - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
 - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.



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3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records



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- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
 - (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:



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Pupil Use of Privately-Owned Technology

[See POLICY ALERT No. 197]

2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. A teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).



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Pupil Use of Privately-Owned Technology

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted:



5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a student on the prior written request of the student's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

With the exception of students in grade 12, no student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity.

Any student, including those in 12th grade, who is ill or injured will be released from school only in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who have written authorization.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each student. If one parent has been assigned custody of the student by court order or separation agreement and wishes to limit the noncustodial parent's access to the student, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a student may be released into the care of either parent.

A student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Adopted: 19 January 2021



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Board Member Orientation and Training

Mar 23

[See POLICY ALERT Nos. 181, 193, and 230]

0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual and Regulations, the manual of administrative regulations, each negotiated agreement, the current budget statement and audit report, and ~~and such~~ other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member ~~Each newly elected or appointed Board member~~ shall complete ~~during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33** ~~, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.



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Board Member Orientation and Training

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under **N.J.S.A. P.L. 2002, c.83 (C.18A:37-13 et seq.)**. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

N.J.A.C. 6A:28-4.1

Adopted:



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[See POLICY ALERT No. 230]

2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies, **and** materials, ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide** ~~each~~ students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1
N.J.S.A. 18A:54-20 **[vocational districts]**

Cross reference: Policy Guide No. 5513

Adopted:



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[See POLICY ALERT No. 230]

R 2520 INSTRUCTIONAL SUPPLIES

A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the **successful** implementation of the instructional program. ~~“Supplies” include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, scissors, soap, and the like.~~

B. Supply Procedures

1. **Each staff member will be able to request supplies by submitting a request to the Principal or designee.**
2. ~~Supplies will be kept in a **secure location** supply closet or room in each school building. The **Principal or designee** _____ will be responsible to **approve** for the **request of supplies for their school and staff** content and inventory of the supply closet.~~
2. ~~Each teacher will request supplies each _____ by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least _____ week(s).~~
3. ~~The **staff member’s** teacher’s request will be **retained by the staff member and the Principal or designee** recorded in the _____.~~
4. ~~At the end of each school year, a record of the **inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee** requested and used in each classroom will be given to the _____.~~
5. The Principal will **encourage** invite all ~~teaching~~ staff members to suggest additional supplies and/or replacements for the supplies ~~currently~~ used.



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C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an **item** ~~product~~ is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee** _____, and the moneys collected will be deposited with the **Business Office** _____.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. ~~Staff members Teachers shall be advised to~~ report to the **Principal or designee** _____ any student who is **suspected of being** unable to pay for the supplies listed above.

Issued:



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[See POLICY ALERT No. 230]

3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. **To quell a disturbance, threatening physical injury to others;**
2. **To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
3. **For the purpose of self-defense; and**
4. **For the protection of persons or property;**

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~

1. ~~Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~



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~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self defense, or to protect persons or property;~~

- ~~2. Touches a student in an offensive way even though no physical harm is intended;~~
- ~~3. Permits students to harm one another by fighting; or~~
- ~~4. Punishes students by means that are cruel or unusual;~~

Any teaching staff member employed by the Board found to have violated this Policy may will be subject to discipline by the this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

Cross reference: Policy Guide No. 5630

Adopted:



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SUPPORT STAFF MEMBERS

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Use of Corporal Punishment

Mar 23

[See **POLICY ALERT No. 230**]

4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



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Health Services Personnel

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[See POLICY ALERT Nos. 178, 204, 209, and 230]

5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted required by the Board**. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ **The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.**

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education ~~Improvement~~ Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;



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4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and



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Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12** ~~12~~ **and Policy and Regulation 5530**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;



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7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330;**
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ Classroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~
16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



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Health Services Personnel

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided** ~~in accordance with the provisions of N.J.A.C. 6A:16-2.3(e).~~ **a** The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a noncertified nurse** is limited to providing services only as permitted under ~~a the~~ non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c).**

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
 18A:40-8; 18A:40-10; 18A:40A-12; 18A:40-12.6;
 18A:40-12.14; 18A:40-41.7
 N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
 6A:16-2.2; 6A:16-2.3

Adopted:



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[See POLICY ALERT Nos. 178, 204, and 230]

5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 **and N.J.A.C. 6A:32-7**. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **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 from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9~~1 et seq~~ **and N.J.A.C. 6A:32-7.5.**

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall



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be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7-, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A:32-7.1**; 6A:32-7.4 ~~et seq.~~;
6A:32-7.5 ~~et seq.~~; **6A:32-7.8**

Adopted:



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[See **POLICY ALERT** Nos. 178, 204, and 230]

R 5308 STUDENT HEALTH RECORDS

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated Student Health Records

1. The **district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records** ~~following mandated student health records shall be maintained:~~
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

B. Maintenance **and Security** of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered;~~



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(1) When student health records are stored electronically, proper security and backup procedures shall be administered;

b. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)**. ~~separately from other student records, 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; and~~

(1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, 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. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.



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- a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
- b. Information obtained by the school's alcohol and other drug program ~~that which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~those~~ conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 – ~~et seq.~~, Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy **5308** and **this** Regulation ~~5308~~ shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

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[See POLICY ALERT Nos. 178, 204, 208, and 230]

5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals in accordance with N.J.A.C. 6A:16-2.1(a)2.** (Policy and Regulation 5330);
 - a. **The school physician;**
 - b. **A certified school nurse or noncertified nurse;**
 - c. **A substitute school nurse employed by the school district;**
 - d. **The student's parent;**
 - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
 - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
 - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);



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4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees Occupational Safety and Health Program (PEOSH)~~ Bloodborne Pathogens Standards (Policy and Regulation 7420);



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8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, ~~and asthma~~, **and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

- ~~1. Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57 4.1 through 4.24.~~
- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57 4, Immunization of Pupils in School.~~



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3. ~~The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
4. ~~The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
5. ~~Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
6. ~~Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.~~
7. ~~The findings of required examinations under 8.b., c., d., and e. below shall include the following components:~~
 - a. ~~Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
 - b. ~~Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
 - c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~
 - d. ~~Physical examinations.~~
8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~



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- a. ~~Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
 - b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
 - e. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
 - d. ~~For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
 - e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
- 9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
 - 10. ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~
 - 11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~
 - 12. ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



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13. ~~The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

N.J.S.A. **18A:35-4.8; 18A:40-4 et seq.; 18A:40-12;
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;
18A:40-41a.; 18A:40-41b.**

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

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A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a nurse practitioner/clinical nurse specialist** from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an ~~e~~**Educational sServices c**~~Certificate~~, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~14~~**12.3** and ~~14~~**12.4**.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family foster** parent(s), or ~~parent~~ surrogate(s) **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.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



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76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.

~~7. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.~~

8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development** with a current license to ~~practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.

2. The findings of required examinations under **N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G.** below shall include the following components:

- a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
- b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
- c. Health screenings including height, weight, hearing, blood pressure, and vision; and
- d. Physical examinations.



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3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
 - a. In an unlocked location on school property, with an appropriate identifying sign;
 - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
 - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the ~~NJ New Jersey~~ FamilyCare Program ~~to for~~ students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
5. **Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.**
65. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by **their** ~~his/her~~ parents that **such** required examinations interfere with the free exercise of **their** ~~his/her~~ religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or **to determine their fitness under the** ~~influence of alcohol or drugs or is disabled or is fit to participate in~~ any health, safety, or physical education course required by law.
6. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~



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C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve (**N.J.A.C. 6A:16-2.2(h)1.**)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team or squad for students enrolled in any grades six to twelve. ~~The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~

a. **The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.**

b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

(1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.



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- (a~~1~~) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
- (2)~~b~~- The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
- (3)~~e~~- An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.
- The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:
- (1)~~a~~- Been advised by a licensed physician, APN, or PA not to participate in a sport;



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- (2)~~b~~. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
 - (3)~~e~~. Broken a bone or sprained, strained, or dislocated any muscles or joints;
 - (4)~~d~~. Fainted or blacked out;
 - (5)~~e~~. Experienced chest pains, shortness of breath, or heart racing;
 - (6)~~f~~. Had a recent history of fatigue and unusual tiredness;
 - (7)~~g~~. Been hospitalized, visited an emergency room, or had a significant medical illness;
 - (8)~~h~~. Started or stopped taking any over the counter or prescribed medications; or
 - (9)~~i~~. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of Education **shall** ~~will~~ not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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f6. The school district shall distribute to a student-athlete and **the student-athlete's** ~~his or her~~ parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.

(1)a- A student-athlete and **the student-athlete's** ~~his or her~~ parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.

(2)b- The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.

(3)e- The Commissioner shall distribute the pamphlet, at no charge, to **the all** school districts ~~and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above** and upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~

a. **The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.**

b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



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- c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
 - d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).
- E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)
- 1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3)~~ **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.**
 - 2. ~~T~~the school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
 - 32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
- 1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** for the purposes of the comprehensive ~~c~~Child ~~s~~Study ~~t~~Team evaluation, pursuant to N.J.A.C. 6A:14-3.4.



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G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 **(N.J.A.C. 6A:16-2.2(h)5.)**

1. **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.**

21. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.

32. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings **(N.J.A.C. 6A:16-2.2(l))**

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.

2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.

3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.



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4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. **The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.**

Adopted Issued:



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Reimbursement of Federal and Other

Grant Expenditures

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[See **POLICY ALERT** Nos. 190, 218, and 230]

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21st Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



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Reimbursement of Federal and Other Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



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Reimbursement of Federal and Other Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



REGULATION GUIDE

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Federal Awards/Funds Internal Controls –

Allowability of Costs

Mar 23

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[See **POLICY ALERT No. 230**]

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
 2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
 - a. Complete the grant application for approval by the Superintendent and the Board of Education;
 - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
 - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
 - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
 3. Upon approval and funding of the Federal grant program, the grant administrator will:



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Federal Awards/Funds Internal Controls – Allowability of Costs

- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
 - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
 - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:



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Federal Funds – Duplication of Benefits

Mar 23

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[See **POLICY ALERT No. 230**]

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and



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Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:



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Contracts for Goods or Services Funded by

Federal Grants

Mar 23

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[See **POLICY ALERT** Nos. 192, 224, and 230]

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

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

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

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

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

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



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Contracts for Goods or Services Funded by
Federal Grants

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

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Adopted:



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School District Security
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[See POLICY ALERT Nos. 214, 217, 218, 221, and 230]

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, **critical incident mapping data** ~~a copy of the blueprints and maps~~ shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** ~~copies~~ to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.



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School District Security

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the ~~main~~ building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



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School District Security

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



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COMMUNITY
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Citizens Advisory Committees
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[See POLICY ALERT No. 230]

9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education encourages** ~~success of the school system depends, to a large extent, on open channels of~~ communication between the school **district** ~~community~~ and the community at large. Citizens advisory committees **may be** ~~are particularly~~ useful in keeping the Board ~~of Education~~ and the administration informed with regard to community opinion and in representing the community ~~in the study of specific school problems.~~

The Board may establish **a citizens** advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from~~ between the local community and the schools, as permanent ~~committees~~ for funded programs as the law requires; and as the **Board sees fit** ~~need arises.~~

In creating a new **citizens** advisory committee, the Board ~~may~~ shall appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; ~~and appoint~~ one or more Board members; and **school staff members** ~~to serve as ex-officio members.~~ **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for a ~~preliminary and final~~ report(s) **to the Board**, and establish a budget, **if needed**. Expenditures of district funds by **a citizens** advisory committees ~~as standing committees to serve advisory~~ ~~committees~~ shall be made ~~only~~ upon the approval of the **Superintendent** _____.

Recommendations of ~~an~~ **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.



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COMMUNITY
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Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act **and need not** be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30 1.5; 6:31 1.14(b)~~
~~20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~

Adopted:



Amanda DeStefano

Objective:

Educator seeking a teaching position in Early Childhood Deaf Education, possessing practical experience differentiating instruction, teaching using American Sign Language, simultaneous communication, and spoken English. Proficiency in virtual instruction, self-advocacy education, and classroom management for both D/deaf/hard of hearing and general education classroom settings.

Education:

The College of New Jersey (TCNJ), Ewing, NJ, May 2021

Bachelors of Science, Specialization: English | May 2022, Masters of Education, Specialization: Deaf Education

Dean's List: Spring 2020, Fall 2020, Spring 2021, Fall 2021

Study abroad in Quito, Ecuador (January 2020)

Certifications:

2021 Early Childhood PRAXIS exam (PreK - 3): passed

2022 Elementary PRAXIS exam (K - 6): passed

New Jersey Substitute Teacher Credential, February, 2022

H.I.B. Certification, September, 2018

New Jersey Instructional Certificates: CEAS 2422, CEAS 1013

Teaching Experience:

DFHH Student Teaching, Pauline J. Petway Elementary School, Vineland, NJ, 9/3/2021-12/10/2021

- **Classroom description:** 3 students, grades K-3, self-contained D/deaf education classroom, students with varying hearing abilities, communication modes/styles, and other supports listed in their IEPs
- **Lessons:** Delivered individualized math, reading, and writing lessons in one-on-one and small group formats utilizing varying modes of communication (including spoken English, simultaneous communication, signed English, and American Sign Language) depending on the needs of the student
- **Curriculums used:** BedRock (DFHH writing, vocabulary, and working memory practice), GoMath (math), Journeys (reading)
- **Classroom Management Techniques:** provided one-on-one instruction, differentiated lesson plans, periodic 5-minute breaks during lessons, clothespin behavior monitoring system.
- **Extras:** parent-teacher conferences, life skills field trip, collaboration with grade 4-5 DFHH teacher

General Education Student Teaching, Robbins Elementary School, Trenton, NJ, 2/3/2021-5/3/2021

- **Classroom description:** 28 students, grade 3, type of classroom, general education classroom, students from Spanish-speaking households and students who spoke English as a second language
- **Lessons:** Virtually co-taught general education math, writing, word study, science, social studies, reading, and socioemotional learning
- **Curriculums:** Eureka Math (math), Benchmark (reading, writing, and word study), SecondSTEP (socioemotional learning)
- **Classroom Management Techniques:** screen breaks, breakout room facilitation, facilitation of independent work.
- **Extras:** co-teaching, parent teacher conferences, weekly school-wide and grade level professional development events)

Substitute Teaching/Paraprofessional work, Hopewell Valley Regional School District, Hopewell, NJ, 1/28/2022-5/19/2022

- Carries out lesson plans for grades pre-K-12 on behalf of absent teachers and paraprofessionals
- Co-teaches in special education classrooms to provide supplementary instruction and academic/social assistance

Long-Term Substitute Teaching, Bear Tavern Elementary School, Hopewell, NJ, 6/1/2022-6/22/2022

- Carries out lesson plans for second grade general education teacher
- Co-teaches in special education classrooms to provide supplementary instruction and academic/social assistance

Itinerant Teacher of the Deaf and Hard of Hearing, Lake Drive School for the Deaf, Mountain Lakes, NJ, 8/27//2022-Present

- Provides push-in and pullout support services to Deaf and hard of hearing students in their mainstream or program classroom environments
- Consults teachers and staff working with Deaf and Hard of hearing students regarding teaching strategies, classroom accommodations/modifications, assistive listening technology recommendations, and program placements for Deaf and hard of hearing students
- Conducts training services for teachers and staff working with Deaf and hard of hearing students regarding teaching strategies, use of personal and classroom listening technology, and classroom accommodations/modifications

Relevant Experience:

Childcare Provider, clients found via Care.com, NJ, 3/2016-present

- Provides at-home childcare for neurodiverse children and for up to 5 children ages 9 months-11
- Mediates conflicts between children in order to foster problem-solving skills and preserve children's safety

Restaurant server, Kristine's Restaurant, Princeton, NJ, 9/3/2020-8/13/2021

- Delivered an upscale dining experience to restaurant guests in an efficient and friendly manner
- Navigated high-stress and fast-paced indoor and outdoor restaurant environment while maintaining an appropriate degree of professionalism, approachability, and effectiveness
- De-escalated and mediated conflicts and other tensions between coworkers and between staff and customers

Community/Campus Involvement and Leadership:

New Member Liaison, Alpha Kappa Psi Business Fraternity, Ewing, NJ, 1/2021-3/2021

- Guided new fraternity members through educational professional development activities
- Regularly communicated with new members about their experience, answered their questions, and provided moral support
- Created study materials for new members to use to assist them in their educational process

Judicial Board, Alpha Kappa Psi Business Fraternity, Ewing, NJ, 2/2020-5/2020 and 1/2021-3-2021

- Curated fair and effective disciplinary measures and policies for fraternity members on a case-by-case basis
- Worked alongside the fraternity's executive board and the rest of the judicial board to decide the best course of action when fraternity members committed infractions.

Skills:

- American Sign Language (proficient)

- classroom and teacher-worn amplification system | chromebooks | Google Classroom | MathXL | Blooket | RazKids | Apple AirPlay | Google Meet | Kami | Google Slides | virtual whiteboard applications | Jamboard,

-

EDUCATION:

Montclair State University, Montclair, NJ May 2020

Bachelor of Arts Family Science and Human Development Concentration, Family Services

Minors: Sociology, Psychology

- GPA: 3.8, Dean's List

Montclair State University, Montclair, NJ January 2023 Masters in Arts

Counseling, School Counseling

- GPA: 3.8

Montclair State University, Montclair, NJ August 2023

Student Assistance Coordinator Certificate (SAC)

- GPA: 4.0

EXPERIENCE:

Chatham Middle School, Chatham, NJ

February 2023 – June 2023

School Counseling/SAC Leave Replacement

- Conducting individual and group counseling sessions with students grade levels 6-8
- Collaborating with parents, staff, students and other professionals to create appropriate plans in the best interest of students
- Participated in the Consortium of Berkeley Heights, Chatham, Millburn, New Providence, and Summit School
- Attended Workshops and Monthly Meetings with Madison Chatham Coalition and Municipal Alliance Committee of the Chathams
- Collaborated with Project Community Pride and organized a Mental Health Coping Skills Workshop for Mental Health Awareness Month

Whippany Park High School, Whippany, NJ

Head Cheerleading Coach

May 2018 – Present

- Organize and plan progressive cheer practices and performances
- Display conduct before the students and the community to instill respect and sportsmanship
- Develop positive relationships with parents, schools, and community
- Engage in fundraising events with our Booster Club such as car washes, Cheer for a Cure Showcase, Wildcat Camps, and Snap Raise

Memorial Junior School, Whippany, NJ

School Counseling Intern

January 2022 – January 2023

- Completed 300 hours under the supervision of a professional school counselor
- Worked with students individually as well as collaborated with families to enhance the students achievements
- Attended regular meetings with grade level teams
- Prepared and facilitated 7th and 8th grade guidance class lessons
- Collaborated with school counseling department and administration with creating a master schedule
- Participated in 504 planning meetings, exposure to students with behavior issues and plan

SKILLS:

Computer: Google, Microsoft Office, Genesis Educational Services, Powerschool, Securly

Certifications: Certified School Counselor, Student Assistance Coordinator (*pending completion*)

Robert Ian Elfers

EDUCATION

New Jersey City University, Jersey City, NJ

New Pathways to Teaching - Graduate Credit Program, January 2023 - Present

50 Hour Pre-service Intro to Teaching, Nov 2021

- Provisional Teacher of Social Studies Certificate

William Paterson University, Wayne, NJ

B.A., History, GPA: 3.92, May 2021

- *Phi Alpha Theta Honors Society* member
- Recipient of the *Outstanding Graduating Senior Award in History*
- Certificate of Eligibility, Social Studies

Drew University, Madison, NJ

B.A., Sociology, May 2013

- Member of the men's varsity soccer team

EXPERIENCE

Immaculate Heart Academy, Washington Township, NJ

US History II Honors, September 2022 - Present

- Teach 100 students, two sections of freshman World History, One section of US History II CP and two sections of US History II Honors.
- Develop and implement engaging lesson plans in accordance with strict curriculum and testing standards.
- Assist students in study tactics as well as review content and material with students
- *Moderator, IHA Ski Club*

Ramapo High School, Franklin Lakes, NJ

US History I, March 2022 - June 2022

- Teach 100 students in three sections of US History I AP, one section of US History I CPE and one section of US History I CP
- Develop and implement a curriculum in accordance with school district and state guidelines
- Assist students with classwork and adhere to scheduled daily lesson plans.

Mountain Lakes High School, Mountain Lakes, NJ

LTR Social Studies, October 2021 - March 2022

- Teach 110 students in one section US History II, one section US History Honors (PXL) and three sections AP US Government and Politics
- Implement the lesson plans of the primary teacher and communicate with her to ensure success
- Present complex material in multiple ways to nurture student learning

Ramapo Country Day Camp, Airmont, NY

Sr. Camp Sports Director, June 2023 - Present

- Conduct a summer camp experience for middle school age campers

John W. Rae House, Hawthorne, NJ

Intern, August 2020 - November 2020

- Worked for 75 hours over 12 weeks to archive artifacts, news clippings, and pictures in preparation for temporary exhibit at several local historical museums
- Ran the 40-player men's varsity and junior varsity soccer programs for the 2019 season

Snap! Raise, Hoboken, NJ

Market Development Manager, November 2017- July 2019

- Assisted youth programs to raise funds through a sophisticated on-line donation platform

LISA PALMIERI, CMFO

CHIEF FINANCIAL OFFICER, CMFO

Extensive experience in Municipal and School Board finances with expertise in Leadership, Municipal Accounting, Debt Management, Financial Reporting and Analysis, Operating, Utility and Capital Budgets, Forecasts and Internal Controls. In addition to CMFO responsibilities, I am currently the Treasurer for three School Boards. Additional experience in the implementation of process improvements and managing efficiencies.

PROFESSIONAL EXPERIENCE**TOWNSHIP OF ROCKAWAY****4/7/08 - Present****Chief Financial Officer, CMFO****TOWNSHIP OF ROXBURY****10/6/97 – 4/6/08****Chief Financial Officer, CMFO**

- Certified Municipal Finance Officer and Financial Administration Department Head/Supervisor of Payroll/Personnel Coordinator, Accounts Payable Clerk and two Senior Accountants. Also oversee Tax Collection and Tax Assessment Department personnel consisting of two Division Heads and several Clerical Staff.
- Extensive involvement in labor negotiations and preparation of cost analysis for Clerical, Public Works and Police collective bargaining units.
- Experience in overseeing federal, state and local grant applications and management of expenditures.
- Supervising Certifying Officer for PFRS and PERS pension plans and State Health Benefits for +/- 175 employees.
- Oversee day-to-day Financial Transactions including Accounts Receivable, Accounts Payable, Escrow Management, Investments/Cash Management, Debt Management and maintenance of all General Ledgers and Subsidiary Ledgers. Also oversee Payroll Processing and Personnel matters.
- Prepare annual Operating, Water Utility and Sewer Utility Budgets along with a 6-year Capital Plan.
- Prepare annual Official Statement for Bond and Note Sales.
- Assist Auditors in the preparation of the Annual Financial Statement and Annual Debt Statement.
- Prepare Budget Projections and Trend Analysis to assist Township Administrator, Mayor and Township Council regarding Municipal Tax Rates.
- Implementation of a Lockbox Collection System for the Tax and Utility Divisions as well as an on-line registration and payment system for the Recreation Department.
- Institute the acceptance of Credit Cards in the Municipal Court for payment of fines.
- Morris County Joint Insurance Fund Commissioner & Executive Board Member
- School Board Treasurer for Rockaway Township, Roxbury Township and Mine Hill Township Board of Education.

LISA PALMIERI, CMFO

PROFESSIONAL EXPERIENCE (Continued)

TOWNSHIP OF RANDOLPH

1/1/96 – 10/5/97

Assistant Finance Director

- Prepare the Township's Annual Financial and Annual Debt Statement along with the Township Library Annual Financial Statement.
- Assist in the preparation of the annual Operating Budget and Official Statements
- Perform year-end closing procedures including closing general ledgers, reconciling account balances and year-end closing entries.
- Reconcile all bank accounts held by the Township.
- Prepare journal entries and post cash transactions to the general ledger.
- Prepare monthly and quarterly federal and state payroll reports, including forms 941, UC-27 and Pension Reports for PERS and PFRS.
- Encumber Purchase Orders to ensure availability of funds.
- Verification of budget account codes to vouchers submitted by Department Heads.
- Post all day-to-day transactions to appropriate journals, including Payroll Agency Transactions.
- Authorize Bank Account Transfers.

NISIVOCCIA & COMPANY, LLC

8/5/87 – 12/31/95

Senior Accountant/Auditor

- Plan, supervise and conduct Audit Engagements and Special Projects.
- Prepare the Annual Audit Report for various Municipalities, School Boards, Authorities, County Colleges and Libraries as mandated by the State of New Jersey.
- Prepare Annual Budgets, Annual Financial Statements and Annual Debt Statements for various Municipalities.
- Prepare Official Statements for Municipal Bond and Note Sales
- Interact directly with client senior-level management and provide recommendations for staff and systems improvements.
- Train and supervise Junior Accountants as well as all other Staff Members
- Assist in the development of new Audit Procedures for Special Projects.
- Prepare Federal and State Tax Returns for various Individual, Corporation and Partnership clients.

Staff Accountant/Auditor

- Assist in performing tests of transactions, account analysis, cash counts, physical inventory tests and other auditing functions.
- Proofread and review client Audit Reports.
- Prepare various State Mandated reports including the Municipal Court Report, Municipal Dog Report and Municipal Audit/Internal Control Questionnaire.

LISA PALMIERI, CMFO

PROFESSIONAL SKILLS

Proficient in Microsoft Excel and Microsoft Word, Outlook, Power Point, Edmunds Software System for Finance and Utility applications. Proficient in ADP and Action Data Services for payroll and personnel services.

EDUCATION

Muhlenberg College, Allentown PA
Bachelor of Arts, Accounting - 1987

ORGANIZATIONS

New Jersey Government Finance Officers Association (GFOA) – July 1997 to Present
New Jersey State Tax Collectors and Treasurers Association (NJCTA) – July 1997 to Present
Morris County Tax Collectors and Treasurers Association (MCTCTA) – July 1997 to Present.

REFERENCES

Furnished upon request

Education:

Fairfield University: *July 2014*

Master of Arts: Elementary Education

GPA: 3.95 with distinction

Fairfield University: *May 2013*

Bachelor of Arts: Psychology

Minor: Educational Studies & Teacher Education

GPA: 3.68

Certifications and Honors:

Elementary Education Certification: Grades K-6

Gifted Certification: Grades K-6

Structured English Immersion Endorsement

Google Certified Educator: Level 1

Children's Yoga Teacher Certification

Cum Laude: Fairfield University 2013

Dean's List: Fall 2009-Spring 2013

Teaching Experience:

Great Hearts Online Academy

Virtual

Third Grade Lead Teacher

October 2021 - Present

- Implement daily synchronous and asynchronous lessons to diverse learners
- Develop and implement classically aligned curriculum in all core content areas
- Administer a variety of formative and summative assessments
- Analyze student data to provide weekly small group tutoring
- Attend weekly staff professional development
- Facilitate weekly parent communication and meetings as necessary
- Plan and lead weekly after school clubs centered on social-emotional learning

Fulton Science Academy Private School

Alpharetta, GA

Third Grade Team Leader

July 2018 - October 2021

- Lead weekly team meetings to collaborate on student growth and achievement
- Develop yearly curriculum map for all core content areas
- Collaborate with team members to facilitate interdisciplinary learning throughout the year
- Select quarterly grade-wide educational field trips

Third Grade Teacher

July 2017 - October 2021

- Implement Common Core aligned daily lesson plans in all core content areas for an ASD-inclusive class
- Develop and implement Common Core aligned curriculum in literacy instruction
- Administer a variety of formative and summative assessments in all core content areas
- Facilitate daily blended learning with 1:1 iPads
- Analyze student data to provide small group targeted support and instruction
- Implement daily social-emotional learning activities
- Attend weekly staff professional development
- Plan and implement weekly tutoring for students in need of additional support
- Facilitate weekly parent communication and meetings as necessary

Great Oaks Legacy Charter School

Newark, NJ

Fifth Grade Team Leader

August 2016 – June 2017

- Lead weekly team meetings to collaborate on student growth and achievement
- Design the literacy curriculum for 5th and 6th grade
- Attend quarterly professional development workshops centered on teacher coaching strategies
- Organize quarterly grade-wide educational field trips

Fifth Grade English/Language Arts Lead Teacher

August 2014 – June 2017

- Develop and implement Common Core aligned daily lesson plans in literacy instruction
- Facilitate flexible guided reading groups and literature circles for diverse learners
- Administer a variety of curriculum-based literacy assessments
- Facilitate daily blended learning labs with computerized adaptive technology programs
- Analyze student data weekly to provide small group targeted academic support
- Attend weekly staff professional development centered on positive behavior reinforcement strategies
- Lead the Love of Literacy academic challenge program after school
- Plan and implement weekly literacy tutoring at Saturday Academy

Madison Elementary School**Bridgeport, CT***Fourth Grade Student Teacher**Winter 2014*

- Educate an ASD-inclusive class of 28 fourth grade students for six weeks
- Collaborate with cooperating teacher to create and execute daily lesson plans
- Design and implement interdisciplinary units in both science and social studies
- Employ the use of Chrome Books for web-based independent research activities

*Second Grade Student Teacher**Spring 2014*

- Educate a class of 27 second grade students for six weeks
- Collaborate with cooperating and team teachers to create and execute daily lesson plans
- Design and implement interdisciplinary units in math and literacy
- Facilitate flexible guided reading groups and literacy centers

*Intern**Fall 2013 & Spring 2014*

- Substitute for classroom and specialist teachers in all grades K-6
- Administer variety of curriculum-based assessments to students grades K-6
- Attend monthly staff professional development meetings
- Demonstrate proficient use of Smart Board technology

Service:**Rebuilding Together****New Orleans, LA***Service Learning Volunteer**January 2013*

- Worked and raised funds to rebuild houses for victims of Hurricane Katrina
- Attended focus groups and met with residents to learn about the natural disaster

Christian Appalachian Project**Paintsville, KY***Service Learning Volunteer**March 2012*

- Worked with Disaster Relief Team to clean up areas with tornado damage
- Raised funds to support the working poor of the Appalachian Mountains

Education

Saint Elizabeth University | Morristown, NJ

Advanced Certification for Teaching

September 2021–May 2023

- Initial Certification for Elementary K–6 GPA 4.0

Advanced Certification for Teacher of Students with Disability

September 2023–present

- Initial Certification for Teacher of Students with Disability ; *anticipated completion August 2024*

Montclair State University | Montclair, NJ

2005–2010

Bachelor of Family Child Studies with a concentration in Family Services

- Family Child Studies GPA 3.4; Dean's List

Work Experience

Mountain Lakes School District | Mountain Lakes, NJ

September 2022 – May 2023

Student Teacher

- Plan and teach differentiated and engaging classroom lessons in all academic areas.
- Implement classroom management strategies to support the learning environment.
- Modify materials to meet the needs of all students.
- Responsible for daily attendance of the students.
- Observe multiple grade levels and subjects.
- Attend Faculty Meetings, Professional Development and Grade Level Meetings.
- Work closely with the grade level team to ensure all classes were working on the same topics.
- Participate in Intervention & Referral Services meetings with the Child Study Team and parents.

Bernards Township School District | Basking Ridge, NJ

March 2022 – January 2023

Special Education/Applied Behavior Leave Replacement

- Provided intensive individualized therapy services directed toward the development and/or enhancement of skills necessary for emotional, cognitive, behavioral, language, and interpersonal growth of the student.
- Responsible for writing and implementing goals students Individualized Education Plans.
- Collaborated with the Child Study Team to meet the goals and needs of the students in the class.
- Taught small group instruction for up to 7 students in reading, writing, math and social skills.
- Worked closely with parents to redirect students exhibiting behavior problems by replacing unproductive patterns with positive behaviors.
- Established positive relationships with students, parents, fellow teachers, and administration/staff.
- Managed a classroom with up to 5 Paraprofessionals and ran staff meetings/trainings.
- Attended IEP Meetings, Progress Meetings, Trainings, monthly Faculty and Curriculum Meetings.

Applied Behavior Therapy Aide/Extended School Year Aide

November 2015 – March 2022

- Accurately completed all required documentation and data collection daily.
- Worked with an individual student to reinforce learning of material or skills as described in the IEP/treatment plan.
- Assisted the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of the individual student, his/her needs, interests, and abilities.
- Guided independent study, enrichment work, and remedial work created and assigned by the teacher.
- Supported the lead teacher and students academically, socially, and emotionally.
- Assisted the lead teacher in implementing daily activities and academic centers.

The Children's Corner | Liberty Corner, NJ

May 2010–November 2015

Lead Teacher

- Created a safe, comfortable, and fun atmosphere for children ages 2 through 3.
- Planned creative, differentiated daily lessons that focus on socialization, self-help skills, and academics.
- Demonstrated patience and understanding while managing all children.
- Developed innovative approaches to meet the needs of all students.
- Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed preschool classroom.

Community Activities and Leadership

Games with Friends Program | Parsippany, NJ

January 2013–Present

Lead Counselor

- Develop and create a range of inclusive activities to engage and involve students with a wide range of abilities.
- Facilitate peer relationships and play skills for students in Elementary and Middle School.

Knollwood Elementary School | Parsippany, NJ

January 2010–May 2010

School Counselor Intern

- Taught classroom lessons for Character Education.
- Counseled students one on one under the supervision of a licensed counselor.
- Observed children in the classroom.
- Worked closely with the principal and my supervisor to help solve problems between students.

Plaid House, Inc. | Morristown, NJ

January 2009–May 2009

Intern

- Shadowed and observed the Youth Counselors and Project Coordinator.
- Attended weekly staff meetings and discussed the girls' weekly progress.
- Helped ensure that the girls in the house were making their appointments, cook nights, study hours, and chores.
- Helped run the Aging Out program with the Project Coordinator.

École Sainte Catherine de Sienne | Aix-en-Provence, France

January 2008–May 2008

Foreign Language Assistant

- Created lesson plans for the classroom.
- Taught a weekly English lesson.

Emilcott Associates, Inc. | Chatham, NJ

August 2005– January 2010

Marketing Coordinator/Project Coordinator

- Organized major conference for a New York Government agency.
- Responsible for the promotion of Emilcott services.
- Accountable for gathering client information for each project.

Professional Development/Training

- Fountas & Pinnell Benchmark Assessment Training
- First Author Curriculum
- Certified in P.M.T (Physical/Psychological Management Training)
- Functional Communication Training
- Errorless Teaching
- Functions of Behavior
- Classroom Management/Decreasing Non-Productive Behavior

Technology Skills

Computer Programs: Central Reach, Genesis, IEP Direct, Class Dojo, Clever, and Prodigy.

Google Applications: Docs, Slides, and Classroom.

Technology: PC and Mac computers, iPads, Chromebooks and Interactive Projectors

Familiar with ACC Devices (Proloquo2Go)

Certifications

Elementary K–6 Certificate of Eligibility with Advanced Standing (CEAS)

22. MLHS - Athletics/Extra Services (Schedule B Appointments)

Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
Adams, Sarah	Appointment	MLHS Art Club	MLHS	Step 3	\$2,040	8/28/23	6/30/24
Adams, Sarah	Appointment	Yearbook	MLHS	Step 3	\$5,100	8/28/23	6/30/24
Alfano, Jessica	Appointment	Junior Class (2)	MLHS	Step 3	\$2,244	8/28/23	6/30/24
Ayhan, Emrah	Appointment	Math Club	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Baier, Stephanie	Appointment	Academic Team	MLHS	Step 3	\$4,590	8/28/23	6/30/24
Blood, Dara	Appointment	Junior Class (2)	MLHS	Step 3	\$2,244	8/28/23	6/30/24
Bogucz, Kelly	Appointment	Drama Assistant	MLHS	Step 1	\$2,805	8/28/23	6/30/24
Chandra, Mukta	Appointment	Chess Club	MLHS	Step 3	\$3,978	8/28/23	6/30/24
Delgado, Kandy (OD)	Appointment	Drama Set/Costume	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Delgado, Kandy (OD)	Appointment	Musical Costumer	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Doniloski, Jason	Appointment	Freshman Class (2)	MLHS	Step 3	\$1,734	8/28/23	6/30/24
Doniloski, Jason	Appointment	Peer Group (2)	MLHS	Step 3	\$2,244	8/28/23	6/30/24
Fiorina, Teresa	Appointment	MLHS Cooking Club	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Fiorina, Teresa	Appointment	Sophomore Class (2)	MLHS	Step 1	\$1,020	8/28/23	6/30/24
Garate-Gomez, Pia	Appointment	French Club	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Gillespie, Sarah	Appointment	Senior Class (2)	MLHS	Step 3	\$2,754	8/28/23	6/30/24
Hoffman, Mark	Appointment	Politics Club	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Hoffman, Mark	Appointment	Toastmasters Gavel Club	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Kolek, Judy	Appointment	Drama Club	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Kolek, Judy	Appointment	Drama Director	MLHS	Step 3	\$7,140	8/28/23	6/30/24
Kolek, Judy	Appointment	Musical Director	MLHS	Step 3	\$7,344	8/28/23	6/30/24
Marotta, Jennifer (OD)	Appointment	Musical Art Director	MLHS	Step 2	\$2,550	8/28/23	6/30/24
Merritt, Douglas	Appointment	MLHS Robotics Club	MLHS	Step 3	\$4,080	8/28/23	6/30/24
Merritt, Douglas	Appointment	Senior Class (2)	MLHS	Step 3	\$2,754	8/28/23	6/30/24
Novachevska, Diana	Appointment	Literary Magazine	MLHS	Step 1	\$2,040	8/28/23	6/30/24
Pelchat, Cara	Appointment	Freshman Class (2)	MLHS	Step 3	\$1,734	8/28/23	6/30/24
Petrucelli, Michael	Appointment	SciP/ DEAC	MLHS		\$3,000	8/28/23	6/30/24
Piasecki, Mary	Appointment	Key Club (sharing)	MLHS	Step 3	\$1,530	8/28/23	6/30/24
Piasecki, Mary	Appointment	SGA	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Price, Ryan	Appointment	Pep Band	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Price, Ryan	Appointment	Jazz Band	MLHS	Step 3	\$3,703	8/28/23	6/30/24
Price, Ryan	Appointment	Musical Assistant	MLHS	Step 3	\$3,570	8/28/23	6/30/24
Rodriguez, Begona	Appointment	Spanish Club	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Scancarella, John	Appointment	Science Olympiad	MLHS	Step 2	\$2,550	8/28/23	6/30/24
Seibert, Tania	Appointment	The Mountaineer	MLHS	Step 3	\$5,100	8/28/23	6/30/24
Sica, Dave	Appointment	MLHS Environmental Club	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Sidhu, Paul	Appointment	DECA	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Sidhu, Paul	Appointment	Key Club (sharing)	MLHS	Step 3	\$1,530	8/28/23	6/30/24
Sidhu, Paul	Appointment	Investment Club	MLHS	Step 1	\$1,020	8/28/23	6/30/24
Suarez, Jennifer	Appointment	Peer Group (2)	MLHS	Step 2	\$2,040	8/28/23	6/30/24
Suarez, Jennifer	Appointment	Sophomore Class (2)	MLHS	Step 2	\$1,530	8/28/23	6/30/24
Suarez, Jennifer	Appointment	Wingman	MLHS		\$4,500	8/28/23	6/30/24

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22. MLHS - Athletics/Extra Services (Schedule B Appointments)

Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
Tsai, Angela (OD)	Appointment	Musical Producer	MLHS	Step 3	\$3,468	8/28/23	6/30/24
Vallies, Austin	Appointment	Choir	MLHS	Step 3	\$3,703	8/28/23	6/30/24
Vallies, Austin	Appointment	Musical Vocal Director	MLHS	Step 3	\$3,570	8/28/23	6/30/24
Vazzano, Anthony (OD)	Appointment	Stage Craft	MLHS	Step 3	\$3,060	8/28/23	6/30/24
Vazzano, Anthony (OD)	Appointment	Drama Tech Director	MLHS	Step 3	\$3,468	8/28/23	6/30/24
Vazzano, Anthony (OD)	Appointment	Musical Tech Director	MLHS	Step 3	\$3,468	8/28/23	6/30/24
Ziccardi, Richard	Appointment	MLHS Model UN	MLHS	Step 3	\$3,655	8/28/23	6/30/24
Alese, Suzanne	Appointment	American Sign Language Club	MLHS		Unpaid	8/28/23	6/30/24
Baier, Stephanie	Appointment	3-D Printing Club	MLHS		Unpaid	8/28/23	6/30/24
Boyan, Meredith	Appointment	Music Appreciation Club	MLHS		Unpaid	8/28/23	6/30/24
Eklund, Keriann	Appointment	Creative Writing Club	MLHS		Unpaid	8/28/23	6/30/24
Eklund, Keriann	Appointment	Operation Smile	MLHS		Unpaid	8/28/23	6/30/24
Eklund, Keriann	Appointment	Book Club	MLHS		Unpaid	8/28/23	6/30/24
Feltmann, Steve	Appointment	Corn Hole Club	MLHS		Unpaid	8/28/23	6/30/24
Merritt, Douglas	Appointment	Fishing Club	MLHS		Unpaid	8/28/23	6/30/24
Rodriguez, Begona	Appointment	Hispanic Heritage Club	MLHS		Unpaid	8/28/23	6/30/24
Rodriguez, Begona	Appointment	Letters 4 Lifesavers	MLHS		Unpaid	8/28/23	6/30/24
Rodriguez, Begona	Appointment	Social Justice Club	MLHS		Unpaid	8/28/23	6/30/24
Schutz, Michael	Appointment	National History Day Club	MLHS		Unpaid	8/28/23	6/30/24
Sidhu, Paul	Appointment	Entrepreneurship Club	MLHS		Unpaid	8/28/23	6/30/24
Stephanie Baier	Appointment	Computer Science Club	MLHS		Unpaid	8/28/23	6/30/24
Suarez, Jennifer	Appointment	Sports Club	MLHS		Unpaid	8/28/23	6/30/24
Urriola, Alexis	Appointment	SHE Club	MLHS		Unpaid	8/28/23	6/30/24

22. LD - Athletics/Extra Services (Schedule B Appointments)

Name	Action	Position	Location	Degree/ Step	Rate of Pay	Start Date	Term Date
Alese, Suzanne	Appointment	Jr. NAD	LD	Step 3	\$1,428.00	8/30/23	6/30/24
Carangelo, Anthony	Appointment	Lake Drive Yearbook	LD	Step 3	\$714.00	8/30/23	6/30/24
Daly, Lauren	Appointment	SciP	LD		\$1,500.00	8/30/23	6/30/24
Gates, Kristin	Appointment	Deaf Academic Team	LD	Step 3	\$2,652.00	8/30/23	6/30/24
Melfi, Nicole	Appointment	Lake Drive Yearbook	LD	Step 3	\$714.00	8/30/23	6/30/24
Melfi, Nicole	Appointment	SciP	LD		\$1,500.00	8/30/23	6/30/24
Perry, Deanna	Appointment	Jr. NAD	LD	Step 3	\$1,428.00	8/30/23	6/30/24
Perry, Deanna	Appointment	Deaf Academic Team	LD	Step 3	\$2,652.00	8/30/23	6/30/24
Wendler, Sharon	Appointment	Security Team Leader	LD		\$1,000.00	8/30/23	6/30/24

22. Briarcliff Athletics/Extra Services (Schedule B Appointments)

Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
Alves, Michael	Appointment	Academic Team/Quiz Bowl	BC	Step 3	\$3,825	8/30/23	6/30/24
Boehm, Brianna	Appointment	Musical Costume Design	BC	Step 2	\$2,040	12/1/23	4/1/24
Bogucz, Kelly	Appointment	School Store	BC	Step 3	\$1,020	9/1/23	6/1/24
Bogucz, Kelly	Appointment	Musical Set Design	BC	Step 3	\$2,550	12/1/23	4/1/24
Bogucz, Kelly	Appointment	Team Leader: Allied	BC		\$500	9/1/23	6/1/24
Bogucz, Kelly	Appointment	Yearbook	BC	Step 3	\$2,550	9/1/23	6/1/24
DeWalt, Bethany	Appointment	Robotics	BC	Step 3	\$2,550	8/1/23	6/1/24
DeWalt, Bethany	Appointment	7th Gr. Team Leader (shared)	BC		\$250	9/1/23	6/1/24
Doolittle, Christina	Appointment	ScIP	BC		\$1,000	8/30/23	6/30/24
Ebersole, Erica	Appointment	Destination Imagination Coordinator	BC	Step 3	\$2,652	9/1/23	6/1/24
Ebersole, Erica	Appointment	Student Government	BC	Step 3	\$1,428	9/1/23	6/1/24
Karcher, Dana	Appointment	End of Year Slideshow (shared)	BC	Step 3	\$306	9/1/23	6/1/24
Karcher, Dana	Appointment	Multimedia (shared)	BC	Step 3	\$1,275	9/1/23	6/1/24
Karcher, Dana	Appointment	Team Leader: 7th Gr. (shared)	BC		\$250	9/1/23	6/1/24
Karcher, Dana	Appointment	Upstanders Club (shared)	BC	Step 3	\$714	9/1/23	6/1/24
Lombardi, Deirdre	Appointment	Family Math (shared)	BC	Step 3	\$765	9/1/23	10/1/23
Lombardi, Deirdre	Appointment	Team Leader: 6th Gr.	BC		\$500	9/1/23	6/1/24
Major, Michelle	Appointment	Math Counts	BC	Step 3	\$1,530	10/1/23	2/1/24
Martini, Danielle	Appointment	Upstanders Club (shared)	BC	Step 3	\$714	9/1/23	6/1/24
Mattoon, Douglas	Appointment	8th Gr. Overnight Trip Coordinator	BC	Step 3	\$1,428	9/1/23	6/1/24
Mattoon, Douglas	Appointment	Basketball: Intramural	BC	Step 3	\$3,162	10/1/23	10/31/23
Mattoon, Douglas	Appointment	Team Leader: 8th Gr.	BC		\$500	9/1/23	6/1/24
Mendello, James	Appointment	Musical Director (shared)	BC	Step 3	\$2,295	12/1/23	4/1/24
O'Sullivan, Sarah	Appointment	Musical Vocal/Instrumental Director	BC	Step 2	\$2,550	12/1/23	4/1/24
Pecarific, Melissa	Appointment	Musical Director (shared)	BC	Step 3	\$2,295	12/1/23	4/1/24
Pelliconi, Debbie	Appointment	Family Math (shared)	BC	Step 3	\$765	9/1/23	10/1/23
Peterson, Danielle	Appointment	Mock Trial	BC	Step 3	\$2,550	9/1/23	10/1/23
Peterson, Danielle	Appointment	Multimedia (shared)	BC	Step 1	\$918	9/1/23	6/1/24
Platt, Kaitlin	Appointment	End of Year Slideshow (shared)	BC	Step 1	\$204	9/1/23	6/1/24
Platt, Kaitlin	Appointment	Environmental Club	BC	Step 3	\$2,550	9/1/23	6/1/24
Platt, Kaitlin	Appointment	ScIP	BC		\$1,000	8/30/23	6/30/24
Posner, Dennis	Appointment	ScIP	BC		\$1,000	8/30/23	6/30/24
Price, Ryan	Appointment	Jazz Band	BC	Step 3	\$3,060	1/1/24	6/1/24
Wallace, Kevin	Appointment	Athletic Coordinator/Liaison	BC		\$5,000	9/1/23	6/1/24

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22. Briarcliff Athletics/Extra Services (Schedule B Appointments)

Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
Buckley, Coleen	Appointment	Girls' Basketball Coach	BC	Step 4	\$4,284	11/15/23	3/30/23
Buckley, Coleen	Appointment	Softball Coach	BC	Step 4	\$4,284	3/1/23	6/30/23
Foster, Joseph	Appointment	Boys' Soccer Coach	BC	Step 3	\$4,284	8/16/23	11/30/23
Mattoon, Doug	Appointment	Boys' Basketball Coach	BC	Step 4	\$4,284	11/15/23	3/30/23
Mendello, Jim	Appointment	Cross Country Coach	BC	Step 2	\$3,774	8/16/23	11/30/23
Pecarific, Melissa	Appointment	Cross Country Coach	BC	Step 3	\$4,284	8/16/23	11/30/23
Ramirez, Justin	Appointment	Baseball Coach	BC	Step 2	\$3,774	3/1/23	6/30/23
Stolarczuk, Kayla	Appointment	Girls' Soccer Coach	BC	Step 1	\$3,264	8/22/23	11/30/23

22. Wildwood Athletics/Extra Services (Schedule B Appointments)

Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
Baier, Stephanie	Appointment	WW Robotics Club	WW	Step 2	\$1,507	8/30/23	6/30/24
D'Addezio, Dominique	Appointment	WW Giraffe Club (Co-Advisor)	WW	Step 1	\$600.50	8/30/23	6/30/24
D'Addezio, Dominique	Appointment	WW Student Government (Co-Advisor)	WW	Step 2	\$753.50	8/30/23	6/30/24
McCarthy, Megan	Appointment	WW Computer Club	WW	Step 3	\$1,813	8/30/23	6/30/24
McCarthy, Megan	Appointment	WW Giraffe Club (Co-Advisor)	WW	Step 3	\$906.50	8/30/23	6/30/24
McCarthy, Megan	Appointment	WW Jr. Nature Club	WW	Step 1	\$1,201	8/30/23	6/30/24
Morris, Jill	Appointment	WW Yearbook	WW	Step 3	\$1,813	8/30/23	6/30/24
Olearchik, Nicole	Appointment	WW Chorus	WW	Step 3	\$1,813	8/30/23	6/30/24
Olearchik, Nicole	Appointment	WW 5th Grade Show	WW	Step 3	\$3,570	8/30/23	6/30/24
Olearchik, Nicole	Appointment	WW Student Government (Co-Advisor)	WW	Step 2	\$753.50	8/30/23	6/30/24
Walter, Mark	Appointment	WW Chess Club	WW	Step 3	\$2,040	8/30/23	6/30/24
Paolazzi, Christopher	Appointment	3rd Grade Intramurals Advisor	WW	Step 3	\$1,428	8/28/23	6/30/24
Paolazzi, Christopher	Appointment	5th Grade Intramurals Co-Advisor	WW	Step 3	\$714	8/28/23	6/30/24
Schmidt, Tammy	Appointment	4th Grade Intramurals Advisor	WW	Step 3	\$1,428	8/28/23	6/30/24
Schmidt, Tammy	Appointment	5th Grade Intramurals Co-Advisor	WW	Step 3	\$714	8/28/23	6/30/24

23. Additional Compensation - District Extra-Curricular Interpreters for 2023-2024 School Year *

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
Alese, Suzanne	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Buckley, Coleen	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Cahilly, Chelsea (OD)	Appointment	Extracurricular Interpreter	DW	\$40.00/hr, not to exceed 100 hrs/yr	8/30/23	6/30/24
Friedrich, Rebecca	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Hewitt, Diane	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Kasper, Karin	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Mackey, Jeanette	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Martin, Francesca (OD)	Appointment	Extracurricular Interpreter	DW	\$40.00/hr, not to exceed 100 hrs/yr	8/30/23	6/30/24
Martini, Danielle	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Ondish, Jennifer (OD)	Appointment	Extracurricular Interpreter	DW	\$40.00/hr, not to exceed 100 hrs/yr	8/30/23	6/30/24
Perry, Deanna	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Rehner, Rose	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Restrepo, Carli	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Schwartz, Pam	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24
Zanziper, Tamar	Appointment	Extracurricular Interpreter	DW	Board Approved Rate, not to exceed 100 hrs/yr	8/30/23	6/30/24

* To approve interpreting for any extracurricular events for the 2023-2024 school year, including, but not limited to:
 Fall, Winter & Spring Sports and Extracurricular Activities/Clubs (paid at regular interpreter rate)
 LD Faculty Meetings (paid at regular interpreter rate)

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23. Additional Compensation LD Time To Soar

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
Carangelo, Anthony	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Daly, Lauren	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Duffy, Anastasia	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Franklin, Kim	Appointment	Time to Soar	LD	\$25.00/hr., not to exceed 16 hrs/wk	8/30/23	6/30/24
Gonzalez, Maria	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Lazeration, Julie	Appointment	Time to Soar – Substitute	LD		8/30/23	6/30/24
Melfi, Nicole	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Niewood, Elizabeth	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/24	6/30/24
Olearchik, Nicole	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Schwartz, Jobi	Appointment	Time to Soar – Substitute	LD	\$25.00/hr	8/30/23	6/30/24
Valvano, Sarah	Appointment	Time to Soar	LD	\$25.00/hr	8/30/23	6/30/24
Wendler, Sharon	Appointment	Time to Soar	LD	\$25.00/hr., not to exceed 16 hrs/wk	8/30/23	6/30/24
Wendler, Sharon	Appointment	Site Supervisor LD: Time to Soar	LD	\$26.50/hr., not to exceed 2.5hrs/week	8/30/23	6/30/24

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23. Additional Compensation - WW Time to Soar

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
Benedetto, Gina	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Caprara, Terry	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Carlson, Michael (OD)	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Ciulla, Kristina	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Dieso, Amanda	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Falk, Sara	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Higgins, Patrick	Appointment	Time to Soar - Director	WW	\$8,000	8/30/23	6/30/24
Holeczko, Taylor	Appointment	Paraprofessional: Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Morris, Jill	Appointment	Site Supervisor WW: Time to Soar	WW	\$26.50/hr., not to exceed 2.5hrs/week	8/30/23	6/30/24
Morris, Jill	Appointment	Accounting Support: Time to Soar	WW	\$26.50/hr., not to exceed 2.5hrs/week	8/30/23	6/30/24
Morris, Jill	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Pollara, Jacqueline	Appointment	Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24
Suarez, Elise	Appointment	Paraprofessional: Time to Soar	WW	\$25.00/hr	8/30/23	6/30/24

24. Substitute/Volunteer & Intern Appointments - District Substitutes 2023-2024 School Year

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
Admirand, Colleen	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Awan, Aneela	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Caniglia, Francine	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Cannon, Kate	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Clavijo, Daniel	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Danzi, Shari	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Delgado, Kandy	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Fagan, Devon	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Ficara, Lauren	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Fidacaro, Danielle	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Forte, Marissa	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Frank, Ronald	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Gillis, Kevin	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Glander, Kelly	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Hawes, Shelley	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Hudson, Gregory	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Hurley, Janice	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Keane, Tracy	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Kincey, Trina	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Lane, Diana	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Mayer, Judy	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Molka, John	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Patrucker, Danielle	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Peacock, Charles	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Pearl, Brian	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Pedalino, Joseph	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Penicnak, Adrianna	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Phelan, Mark	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Quiroz, Patricio	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Rajagopalan, Vandana	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Rice, Jessica	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Rocco-Mahoney, Noreen	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Sadaat, Zahra	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Schmidt, Judith	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Selepouchin, Daria	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Silverstein, Miriam	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Van Dooijeweert, Dawn	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Waldorf, Marlene	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Wallace, Mary	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Winter, Bill	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24
Zazula, Karen	Appointment	Substitute	DW	Per BOE Approved Rate	8/30/23	6/30/24



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Administrative Assistant to the High School Principal

Department: Secretarial

Location: District

Reports To: Mountain Lakes High School Principal

Summary: The Administrative Assistant carries out all duties necessary for the high school Principal to operate an effective school.

Duties and Responsibilities:

- Relieves school Principal of details which do not require his/her personal attention by the use of discretion, tact, and thorough knowledge of district/office policies and procedures.
- Creates, manages, and follows Board of Education motions emanating from the high school, confirms approval, and communicates as appropriate with personnel regarding said motions.
- Arranges appointments and meetings for the Principal and prepares materials for those meetings.
- Compiles a variety of data to be used as a basis for reports and prepares reports or statements for the State of New Jersey.
- Greets and monitors visitors at Mountain Lakes High School.
- Receives and routes incoming calls and correspondence, processes the personal and confidential correspondence for the Principal, and types notices and reports.
- Takes notes of minutes of meetings or hearings and prepares them to be in final document format.
- Maintains a well-organized, up to date filing system and electronic filing system.
- Maintains MLHS Building Use Calendar and Electronic Calendar.
- Maintains confidentiality as required and appropriate.
- Manages records, correspondence, and reports for all personnel matters.
- Serves on the Crisis Management Team to ensure that all emergence and security drills are planned, practiced, and executed to ensure the safety of all students and staff.
- Performs other tasks related to the efficient operation of the office as assigned.

Work Environment: Within a typical educational environment, must be able to work within various degrees of noise, temperature, and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Education and Experience:

- High school diploma or equivalent training.
- Minimum experience as determined by the board
- Proficient in Microsoft Office Suite, with strong understanding of Microsoft Excel.
- Knowledge of automated office equipment and efficient office procedures.
- Suitable telephone skills and ability to communicate effectively.
- Required criminal history check and proof of U.S. citizenship or resident alien status
- Confidential and discreet.

Terms of Employment: Salary and work year to be determined by the board in line with the

MLEA contract.

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Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non certified staff.

Revised ____5/30/23____

Board Approval Date _____



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: Learning Disabilities Teacher-Consultant
Department: Child Study Team/Lake Drive
Location: District Wide
Reports To: Director of Special Services

Summary: The Learning Disabilities Teacher-Consultant (LDT-C) effectively assesses pupils' learning characteristics and designs appropriate instructional plans in order to enable each pupil to maximize his/her learning potential.

Duties and Responsibilities:

- Participates in the evaluation, classification and placement of all pupils with special needs.
- Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
- Assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
- Consults with classroom teachers, administrators, and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.
- Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
- Participates in the development and delivery of inservice programs and parent seminars related to learning disabilities and effective teaching methods.
- Works to keep the community informed of the special education program and the role of the Learning Disability Teacher-Consultant.
- Serves as a case manager as assigned and maintains appropriate case records.
- Maintains professional competence through inservice education and other professional growth activities.
- Performs all duties required as a member of the child study team by administrative code, state, and federal laws and board policy.
- Performs other related duties as assigned by the superintendent of schools or the student personnel services director.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement.
- Minimum experience as determined by the board.
- Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess children's learning characteristics, design appropriate instructional strategies, and plan educational programs.
- Strong interpersonal and communication skills.

- Required criminal history check and proof of U.S. citizenship or resident alien status.

Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, NJ 07046

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Job Description

Position Title: School Psychologist
Department: Child Study Team/Lake Drive
Location: District Wide
Reports To: Director of Special Services

Summary: The School Psychologist enables pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.

Duties and Responsibilities:

- Participates in the evaluation, classification and placement of all pupils with special needs.
- Administers, scores and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social and behavioral characteristics of those students referred.
- Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
- Serves as a case manager as assigned and maintains appropriate case records.
- Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.
- Assists in the development and delivery of inservice programs and parent seminars.
- Keeps the staff and community informed of the schools' psychological services.
- Maintains professional competence through continuing education and other professional growth activities.
- Observes pupils in classrooms and other school settings.
- Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.
- Cooperates with personnel of community health and social welfare agencies.
- Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
- Performs other related duties as may be assigned by the superintendent or the director of guidance.

Work Environment: Within a typical school environment, must be able to work within various degrees of noise, temperature and air quality consistent with industry standards. Job responsibilities may require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions, in a fast-paced, deadline oriented environment, while maintaining a positive, customer service approach to problem solving.

Physical Requirements: Must be able to lift up to 25 pounds at times. Must be able to traverse school facilities and lead students to safety in the event of an emergency.

Education and Experience:

- Bachelor's degree from accredited college/university.
- Valid New Jersey Educational Services Certificate (NJDOE) and School Psychologist Endorsement.
- Minimum experience as determined by the board.
- Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services.
- Strong interpersonal and communication skills.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

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Terms of Employment: Work year and salary to be determined by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and provisions of board's policy on evaluation of certified staff.